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ABSTRACT

Intended as a resource guide for northern California high school juniors and seniors, this publication contains information on career training, employment, college planning, and financial aid for college. Included in career training are topics such as self-assessment of personal strengths and interests, types of jobs available, special schools and job training programs, the armed forces, and alternative high school diplomas and certificates. Topics covered under employment are job search skills, job interviews, and summer jobs. The section on college planning provides planning calendars for juniors and seniors as well as information on choosing a college, taking college entrance tests, applying to California community colleges and state universities, and applying to private colleges. The final section on financial aid provides a checklist, college cost estimates, eligibility information, publications, and types and sources of financial aid. A vocabulary list of words related to these topics is appended. Although some of the information is pertinent only to California students, much of it is of a general nature. (DC)

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JUNIOR-SENIOR GUIDE
1983 - 84

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CAREER TRAINING PROGRAMS

Now is the time to start planning for that date when you leave high school and embark on your FUTURE. Will you be prepared because you have looked at yourself, your values, your interests, and the career options open to you? Will you be one of those who fearfully says, *What now?* This is the time to begin making decisions about YOUR future, whether you are going right to work or on to some form of advanced education or training. Good planning will make the transition from high school a positive one.

HOW TO FIND OUT MORE ABOUT YOURSELF

Talk with your counselor or the head of your Career Center. Many schools offer career guidance tools like *JOB-O, Kuder, Strong-Campbell, OVIS (Ohio Vocational Interest Survey), COPS (California Occupational Preference System), ASVAB (Armed Services Vocational Aptitude Battery), CPI (Career Planning Inventory), Eureka,* etc. What do any or all of these tests show to be your areas of strength? Where are your strongest interests? The more information you have about yourself, the easier your decisions will be.

FANTASY JOBS

Take a minute to sit down with a pencil and paper (or use the inside cover of this *Guide)* and make some notes about yourself. Put down one or two *fantasy* jobs. If you could be anything in the whole world, what would it be? Then take each fantasy job and list what characteristics make it so appealing. Are any of these characteristics to be found in jobs that could be a reality for you?

GOALS

Make a list of the types of things you have done in your life and then go back over the list and mark what you liked/disliked about each of them. Having goals can make the difference. Remember, goals are everchanging and will grow with you. But you need goals now to give you some focus. Where do you want to be living? What will you be doing? What will you need to

be earning to meet your proposed style of living? (If you don't know about housing costs, renting versus owning, transportation expenses, food and clothing budgets, ask your parents to talk about their budget to give you a reference point.)

PERSONALITY

What personality traits have emerged in you while in school? Have you been a super competitor, always trying to be the best in your class? Are you a good listener, the one people seek out to talk about their problems? Is power vital to you? Do you run for political offices, take on extracurricular activities? Do you go along with the crowd, wanting to do what everyone else is doing? Do you like to make yourself different, unique?

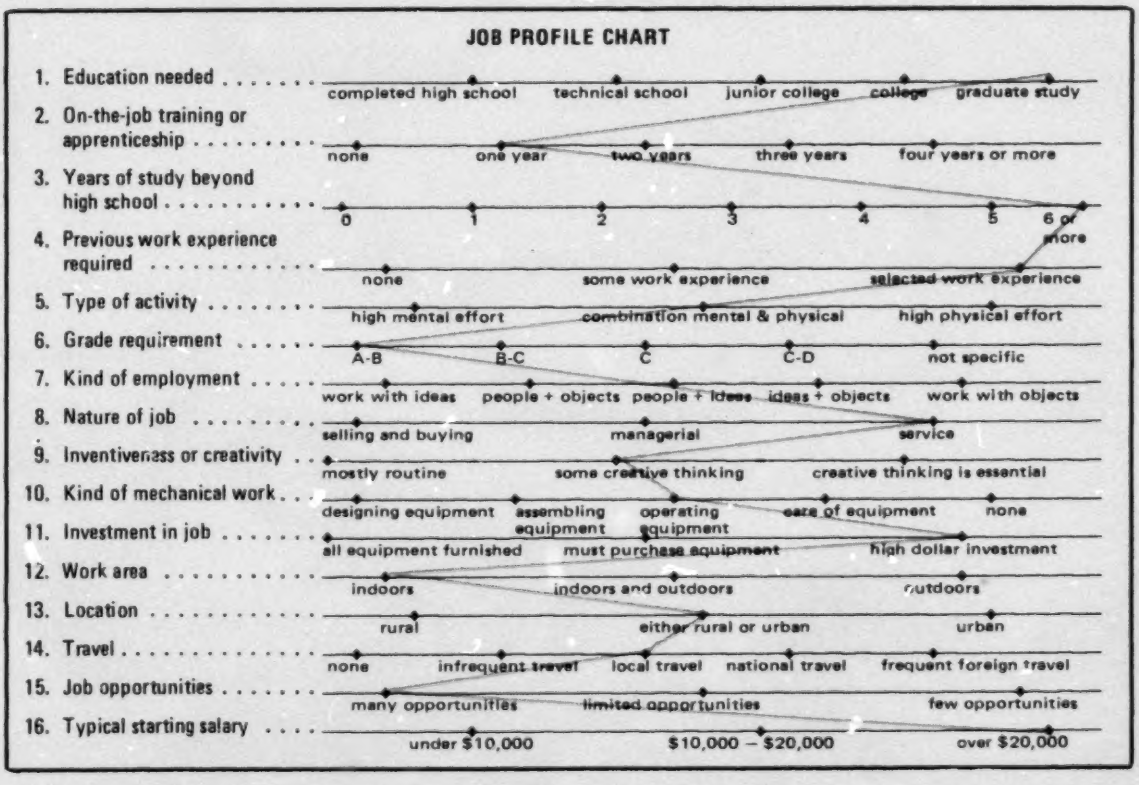
SKILL

Also significant are the skills you possess. Are you good with your hands (manual dexterity), good at problem solving, a motivator of people? Are you attentive to detail, fast with numbers, quick to catch on? What are your strong points? List them.

As you look at all these things, a picture of you should be taking shape in your mind. You can begin to see the things that are important to you. It is essential to connect the things you know about yourself to the career areas you are considering. A counselor or career center person can help. Another way of doing this is through your results of the Career Planning Inventory.

JOB PROFILE

Now you are ready to explore a sample job profile and chart yourself accordingly. Position your own check points following each of the 16 items, and connect each point with a straight line similar to the one illustrated (showing a physician).



CAREER PLANNING INVENTORY (CPI)

Many of you have taken the CPI at least once in high school. (Most schools give it in the ninth and eleventh grades.) Now is a good time to take a look again at the Student Career Planning Profile you received and see what it told you about yourself. If you haven't yet taken the CPI, read through this section for valuable information in analyzing your career choices and the world of work.

STUDENT CAREER PLANNING PROFILE

NAME (Last-First-Middle) _____ GRADE _____ SEX _____ SCHOOL _____

STREET _____ CITY _____ STATE _____ ZIP _____ TELEPHONE _____ DATE _____

My Course of Study is _____

_____ and _____ types of work appear to be of most interest to me.

I am _____ of this at this time. I think _____ and _____ are my strongest aptitudes. I am _____ about my aptitudes. I estimate my grades to be mostly _____

I plan to **(Educational Plans)** _____

OCCUPATIONAL INFORMATION

My Present Occupational Choices Are:	Matches On: Educational Plans	#Of Work Interests	#Of Job Char.	Job Outlook
1)				
2)				
Other occupations you may wish to explore:				

COMPUTER SUGGESTIONS FOR RELATED OCCUPATIONS

JOB CHARACTERISTICS

How the job characteristics I selected on the CPI questionnaire match those of my present occupational choices and other occupations shown to the left. (M-Match)

Job Characteristic Selections In Question G Of The CPI Questionnaire I would like a career where jobs involve	SELECTED #	CHOICE (1)	CHOICE (2)	Other Occupations You May Wish To Explore: A	B	C	D	E	F	G	H	I	J
1. Working with people, being able to get along with them.													
2. Working with things, using my hands.													
3. Working with ideas or data to solve problems.													
4. Helping people.													
5. Seeing the physical results of my work.													
6. Working with details: numbers, written materials or technical information.													
7. Performing the same tasks time after time.													
8. Working under close supervision, only with specific instructions.													
9. Supervising, directing and planning the work of others.													
10. Making important decisions and having much responsibility.													
11. Working with other people as part of a team.													
12. Working alone and planning and performing my work activities.													
13. Competing with others for recognition and promotions.													
14. Having freedom to use my own ideas.													
15. Working physically, using my strength and endurance.													
16. Influencing other people's opinions.													
17. Working at one place all of the time.													
18. Working at night, on weekends or overtime work shifts.													
19. Knowing that similar jobs are located throughout the United States.													

You received information about the first and second job choices you made. But there is more to making a career choice than just a title and salary. Take a look.

EDUCATIONAL PLANS

Do your choices match the educational plans you expressed? If not, you need to rethink your plan. It doesn't mean the job is wrong for you or even that the education you plan is wrong, but just that the two don't match! If your career requires only a trade or business school and you plan a four-year college, ask yourself, *Why?* There may be a good reason. Or are you going to college because of parental pressure or because of what you think society demands? It is YOUR future, so take control of it. Some people plan to go right to work after high school when specialized training may be required for their job choice. Information on various types of vocational training, community college and vocational school programs, and occupational training in the military follow. Explore carefully. Do you realize that two years of specialized training may mean more money or job satisfaction than a Ph.D. in today's job market?

WORK INTERESTS

You selected two areas of interest from a list that included artistic, clerical, computational, health, literary, mechanical, outdoor, persuasive, scientific, and social service. How many of your interests match the careers you chose? You will probably work for at least 35 to 40 years of your life – 40 years, seven or eight hours a day, four or five days a week! It pays in job satisfaction to be interested in what you are doing.

If you don't think it is possible to find a career in your area of greatest interest, find your job in a company that specializes in your interest area. For instance, you may have good clerical skills and be interested in the outdoors, in camping, or ecology. Seek a clerical job with the U.S. Forest Service, the Sierra Club, a Parks and Recreation Department. You want to be a performing artist, but just can't quite make the big time? Teach your talent to youngsters; be *on stage* demonstrating products in a department store; be a tour guide where you are in the spotlight; work in a music store. There are many ways to incorporate a special interest into your job. How many can you find? You received a Career Brief with the CPI results describing your job choices. Look under **Related Occupations** for other clues.

JOB CHARACTERISTICS

You chose five characteristics from a list of 19 (look at the list in the center of page 7). Check them across the profile page against the jobs you chose and the jobs suggested for you to explore by the computer. There are many characteristics to each job, and it is important to know the characteristics of the job you choose.

What characteristics are important to your happiness? If you really don't do well under pressure or don't like a lot of responsibility, stay away from jobs where you must deal with much pressure. Is it important to be on your own – to do your own work at your own pace? You will want to look twice at a job **where your work is closely supervised.**

On the left of the Profile, under the two job choices you made, are some career suggestions given by the computer based on the answers you gave when you took CPI. Lists like this are to EXPLORE, not to lock you into a job suggested by a machine. After all, the career area you choose will be one YOU work in, not anyone else. This also is true of careers that relatives, friends, or neighbors suggest. It is nice to have ideas from others who are seeing YOU from another view, but YOU report to the job, and YOU are the one to do it day after day, week after week; and YOU are the one who will be unhappy if it is not truly YOUR choice.

Have you explored other jobs? Don't let suggestions close doors; rather, allow them to open new doors for you. There are over 25,000 ways to make a living currently. Have you checked out the options available to you and the jobs of tomorrow?

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GO FOR IT!

Your Career Center is a good place to get help. Read the *Occupational Outlook Handbook*, talk to your parents, your counselor, to people on the job that interests you, and look at the world around you. People in careers are everywhere – teaching your classes, taking your bank deposit, tuning up your car, selling you hamburgers, giving you a physical, and passing judgement on your traffic ticket. What appeals to you about the jobs you see; what turns you off? The more you know and observe about the world of work, the better your choice will be.

Once you make your decision, there are many ways to prepare. Review the options that you'll read about in the following pages of this *Guide*, and choose the one that best fits your plan.

ARE YOU READY?

Exploring careers is just a beginning. When you graduate from high school, you need to have a career plan. It will be very specific if it involves going immediately to work, going to a vocational or trade school, or going to a community college.

If you are planning on four years of college, you will still need a plan, but it may not be quite as specific. You may know that you want to go into business administration, but you are not sure if you want to be an account executive, a corporate vice president, or own your own business. Keep exploring, and make your college plans accordingly.

COMMUNITY COLLEGE TRAINING PROGRAM

Refer to pages 29, 30, 31, 32, and 33.

SPECIAL SCHOOLS

For some students a private school may be more appropriate than a public institution. For example, private beauty schools offer cosmetology as a course which can be completed in about nine months, whereas the course at community colleges requires two years to complete. Community college training, however, culminates in an Associate of Arts (A.A.) degree. Private conservatories of music permit a student to specialize more narrowly in the study of music than do public institutions. The same specialization is offered by private schools in other areas such as art, modeling, fashion design, business, etc. Check the costs and advantages of both private and public schools before making a decision.

Private Schools And Correspondence Schools

The range of skills which qualify students for employment in business and industry is very wide in our area. To meet the need for the large range of skills, numerous private and correspondence schools exist. They offer a variety of vocational and technical training programs.

Many of the private and correspondence schools are of excellent reputation. However, there are some schools that engage in questionable advertising, and exist chiefly to collect tuition fees from unwary students. Students must evaluate schools carefully to obtain the best training. Good schools often are accredited and operate professionally. They may be checked; good publications for this purpose are *National Association of Trade and Training Schools (NATTS) Directory* and *Lovejoy's Guide to Vocational Schools.* Both are available through most of the career information centers.

You should know that private vocational schools have a wide range of curriculum, length of training period, and cost. The chart on the next page will give you an idea of the variety available. See your Counseling/Career Center for information about specific courses.

Because good private schools will welcome your questions and concerns, the following are some additional guidelines:

- Thoroughly investigate the school you are considering. The Better Business Bureau can assist you.
- Your counselor will not give your name to a school without your permission. If a representative of a school says that your counselor recommended you, check with your school official.

COURSE	TRAINING PERIOD	APPROXIMATE COST
Secretarial Science	Quarterly Basis Four months Two years One year	 $3,840.00 $5,766.00 $2,880.00
Fashion Merchandising	Two years – A.A.: 25% General Ed. 75% Fash. Merch.	$5,400.00
Interior Design	Two years – A.A.: 25% General Ed. 75% Interior Design	$5,670.00
Medical Assisting	Seven months	$3,800.00
Dental Assisting	Five months	$2,500.00
Animal Health Technician	Seven months	$3,800.00
Cosmetology	One year certificate – Community Col. Nine mos. – one year – Private School	$500.00 – $550.00 $1,600.00 – $2,000.00
Court Reporter	Two-and-one-half to three years, full time, Mon. – Fri., 8:00 a.m. – 1:00 p.m.	$300.00 per month Will have passed CSR State Exam when finished
Electronics Technician	Fifteen months – day Thirty months – evening	$5,625.00
Auto Mechanic	Six-and-one-half months, full time, 8 hours per day, Mon. – Fri. Thirteen months, 4 hours per day	$4,480.00 $4,480.00
Computer Service Technician	Nine months, Twelve months, or Sixteen months depending on hours per day attended	$5,375.00
Computer Programming	Six, Nine, Twelve months depending on hours per day attended Twelve month program	$4,995.00 $5,980.00
Drafting Technician	Eighteen months – contains six months CAD program	$6,300.00 plus lab fee

- Reputable schools do not use high-pressure tactics. They do not urge you to sign a contract *right now*. Tell the salesperson who insists upon your signing now that you cannot make a decision immediately. You will need time to investigate the school, to contact graduates (ask the salesperson for the names of some local students), and to talk with your counselor.

Adult School

Adult Schools provide opportunities for students to continue their secondary education if they are at least 18 years of age and have not completed high school. The diploma program of the school includes all course requirements of the State of California and of the local school governing board with the exception of physical education. Adult Schools also provide opportunities for high school graduates to continue their education through various technical, vocational, and cultural courses. Call any one of the following to obtain their current course offerings:

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- **Cabrillo Adult School**
  Cabrillo Unified School District
  (415) 726-5554

- **Adult Education Division**
  Jefferson Union High School District
  (415) 755-8600

- **San Mateo Adult Evening High School**
  San Mateo Union High School District
  (415) 344-2546

- **Sequoia District Adult School**
  Sequoia Union High School District
  (415) 369-6809

- **South San Francisco Adult School**
  South San Francisco Unified School District
  (415) 877-8844

- **Adult Evening School**
  San Francisco Unified School District
  (415) 239-3070

ARMED FORCES

The Armed Forces offer many training programs which prepare young men and women for civilian jobs. The Service may be a good *first job* choice for you. Contact the local recruiting office to obtain further information.

Career Information Centers have pamphlets listing and describing a wide variety of military training programs in each branch of service.

The Armed Forces *Test of Vocational Aptitudes* and/or *Vocational Aptitude Battery* is available annually at no cost to students (frequently administered on the high school campus). See your counselor, or visit your Career Center.

Draft Registration – Upon reaching 18 years of age, all males (citizens, permanent residents, and aliens) are required to go to the Post Office and register for the draft.

Regular Enlistment Program – Qualified young men and women have a wide choice of assignments and guaranteed training, free room and board, medical and dental care, and an opportunity for travel. Starting salary is approximately $570 a month with 30 days of paid vacation each year. The criteria to qualify are becoming more selective. Contact a local recruiter for information about the various enlistment options.

Reserve Enlistment Programs – Enlistment offices are listed in the phone book under United States Government. All reserve enlistment programs require enlistees to serve some time on active duty, recruit training, and basic technical schooling in a military specialty or occupation. The active duty period varies among the different branches of the service; Currently, all programs are open to enlistees in the age groups of: Air Force, 17 through 34; Army, 17 to 34; Marines, 17 to 28; Navy, 17 to 35.

Reserve Officer Training Candidate (ROTC) – Army, Navy, and Air Force.

- General Information – ROTC enables male and female college students to earn an academic degree in a field of their choice and an officer's commission at the same time. When the obligated active service is completed, they can select a military career or a civilian career in their chosen field. Those who elect to remain in active service may qualify to pursue graduate studies at government expense. For information, contact your counselor early in your junior year.

  ROTC Programs are available at the following California Colleges and Universities: California State Polytechnic University, San Luis Obispo; San Jose State University; the Claremont Colleges; the Universities of California located at Berkeley, Davis, Los Angeles, and Santa Barbara; University of San Francisco; University of Santa Clara; San Francisco State University; California State University, Fresno; California State University, Sacramento; San Diego State University; Loyola Marymount University; and the University of Southern California.

- Four Year Program – Traditionally, ROTC has been a four year program consisting of a two year Basic Course which is compulsory at some colleges, elective at others, and a two year Advanced Course which is elective at all schools. The Basic Course, normally taken in the

freshman and sophomore years, provides training in basic military subjects, military history, military equipment, and leadership techniques. Class time is about three hours per week. The Advanced Course usually is taken in junior and senior years. Students in the Advanced Course receive a subsistence allowance of $100 per month during the school year. A six week Advanced Course summer training camp is held between the sophomore and junior years for which the pay is as follows: Army, $1,065 with E-5 ranking; Navy, $670 with E-5 ranking; Marines, $573; Air Force, $550.

- Two Year Program – This program is designed specifically for community college graduates and students at four year colleges who were unable to take ROTC during the first two years of college. Students selected for this course must successfully complete a six week summer field training course prior to their junior year of college. The summer training takes the place of the Basic Course in the four year program, and qualifies the student to enter the Advanced Course. Pay for the six weeks of field training is the same as for the Advanced Course training listed above. Two year ROTC students should check with their nearest ROTC unit to see if they are eligible to receive ROTC scholarships.

Military Academies – All candidates must secure a nomination except those interested in the United States Coast Guard Academy. See your counselor for application procedures. The Academies are located as follows: U.S. Military Academy, West Point, New York; U.S. Naval Academy, Annapolis, Maryland; U.S. Coast Guard Academy, New London, Connecticut; Merchant Marine Academy, Kings Point, New York; and U.S. Air Force Academy, Colorado Springs, Colorado. Approximately 10% of each entering class will be made up of women.

All candidates for admission to the military academies must be citizens of the United States, and must have reached their seventeenth but not their twenty-second birthday by July 1 of the calendar year in which they are appointed cadets. Candidates must meet rigid scholastic and medical qualifications.

Merchant Marine Academies – state governed

- California Maritime Academy, Vallejo, CA 94590
- Fort Schuyler, Bronx, NY 01465
- Maine Maritime Academy, Castine, ME 04421
- Massachusetts Maritime Academy, Buzzards Bay, MA 02532
- Texas Maritime Academy, Texas A & M University, College Station, TX 77842

Women in Service – must have high school diploma, California high school Proficiency Test, or G.E.D.

- Enlisted Programs – The Army (female soldiers), Navy (WAVES), Air Force (WAF), and Women Marines have a continuing need for young women with high school educations. Those accepted are trained for a career field for which they seem to be suited and for which there is a need. Today, they are accepted in every way equal to men, both in skill and merit.
- Officer Programs – The Armed Forces seek young women who understand the importance of maintaining the freedom of our country, and who appreciate the responsibilities as well as the distinction of being an officer. Women college graduates are eligible to apply for an officer's commission in one of the branches of the Armed Services. This training may come prior to or after commissioning, depending upon the program selected. Women also are eligible for ROTC programs during their college careers.
- Junior Program – The Army, Navy, and Marine Corps offer programs in the summer following the junior year of college. A small salary is paid; and uniforms, transportation, quarters, and meals are provided.
- Nurses and Medical Specialists – Registered nurses with a BSN degree, dietitians, occupational therapists, and physical therapists are eligible to apply for officer status in the Army, Navy, and Air Force. The rank granted will be based on the applicant's experience, education, and age. Service will be performed in modern, well-equipped hospitals in the United States or overseas. There are some educational oppurtunities for young women who wish to become nurses, dietitians, physical therapists, or occupational therapists.

For further information, visit your local recruiting stations or write: Defense Advisory Committee on Women in the Services, The Pentagon, Washington, DC 20301.

APPRENTICESHIP TRAINING

Description of Apprenticeship – Apprenticeship is a system of learning while earning and learning by doing. It combines training on the job with related and supplemental instruction at school. Today it is utilized chiefly in the crafts. Each program operates under apprenticeship training standards agreed to by labor and management in accordance with state and federal laws. A young person works on the job with a skilled journeyman, gains skill and *know how*, and in turn becomes an important part of the trade or industry. In those crafts in which management and labor organizations exist, each selects an equal number of members of the joint apprenticeship committee. The joint apprenticeship committee determines the standards for training of its craft, and supervises the training of apprentices.

In many cases the local joint apprenticeship committees have guidelines in the form of national and/or statewide standards recommended by the parent organizations. However, these are minimums; and the local groups usually have complete autonomy in developing and administering their own programs.

Qualifications for Apprenticeship – In practically every skilled trade, more than a fundamental knowledge of arithmetic is essential. The ability to read, write, and speak well is more important in some than in others. In some trades, persons seeking apprenticeships will be at a decided advantage if they have taken shop courses, have some knowledge of mechanical drawing, blueprint reading, drafting, higher mathematics, chemistry, electricity, and welding. Physical fitness, a good sense of balance, eye-hand coordination, color sense, agility, strength, ability to work at heights, and mechancial aptitude are desirable qualifications in many trades; and one or more of these is essential in others. Apprentices are usually between 17 and 26 years of age. High school graduation and/or the General Educational Development (GED) test is required for many apprenticeship programs. Most apprenticeship programs now are open to women.

Steps an Apprentice Applicant Should Take

1. Select a trade for which you have an aptitude or some previous experience and the physical ability to perform.
2. Find out if you meet the minimum qualifications for that trade.
3. Decide whether you can work under the job conditions of that trade, some of which may be hazardous, dirty, uncomfortable, or otherwise unpleasant.
4. Apply for an apprenticeship either directly to an employer in the trade, the Joint Apprenticeship Committee (JAC), the appropriate union, or the Employment Development Department (EDD). In areas where an apprenticeship information center is functioning, you can obtain information there as to the specific recommended procedure for making application in that trade and area. You also may join after experience in the military or in industry.
5. Take aptitude or other tests where required.
6. If the JAC has a waiting list of applicants, determine whether or not you are sufficiently interested in the trade to wait for an opening, or whether you should seek other employment. In some trades the JAC encourages applicants to find their own employers, and will add to their approved list any firm which is qualified to give the training and which is willing to hire an apprentice.

Where To Get Local Information

- Alameda Naval Air Station – Naval Air Station, Building 2, Wing 3, Room 210, Alameda CA 94501 – Offers apprentice training in:

Aircraft Electrician	**Air Frames Mechanic**	**Instrument Mechanic**
Aircraft Engine Mechanic	**Electrician**	**Machinist**
Aircraft Metalsmith	**Electronics Mechanic (Maintenance)**	**Machinist (Maintenance)**

- California Division of Apprenticeship Standards – Regional offices are located as follows:
  1290 Howard Avenue, Room 325, Burlingame, CA 94010 – (415) 342-7478
  884 Abrego Street, Monterey, CA 93940 – (408) 649-2950
  1111 Jackson Street, Room 4024, Oakland, CA 94607 – (415) 464-1080
  525 Golden Gate Avenue, Room 103, San Francisco, CA 94102 – (415) 557-0261
  888 North First Street, Room 302, San Jose, CA 95112 – (408) 277-1273

Auto/Truck Mechanic
Barber
Bricklayer
Carpenter
Cement Mason
Cook
Electrician
Floor Coverer
Iron worker
Lithographer
Machinist
Meatcutter
Mill and Cabinet Maker
Office Machines Mechanic
Operating Engineer
Painter
Plumber
Pressman
Radio and TV Repairer *(not at all locations)*
Roofer
Sheetmetal Worker
Surveyor
Tool and Die Maker

ON-THE-JOB TRAINING

There are numerous opportunities in minimum-skill jobs for non-college bound students. Many require only a high school diploma. Frequently companies will train on the job. In the following chart, a few of the job opportunities available are listed.

JOB	QUALIFICATIONS FOR EMPLOYMENT
Clerk Typist	Keyboarding 40 words per minute – Business courses in high school
Business Machine Repairer	Heavy course work in electronics, mechanics
Computer Operator	Keyboarding 40 words per minute – Computer literacy
Medical Laboratory Worker	Science courses – Good with detail
Public Utility Worker	Electrical knowledge; Physically fit

There are Civil Service Jobs available. A test is required for Government employment. Salaries and benefits are good. Call the Federal Information Center: San Francisco, (415) 556-6600; Santa Cruz, (408) 425-2375. Ask for the Bureau of Apprenticeship Training.

U.S. JOB CORPS

Programs that provide men and women (ages 16 – 21) with educational and vocational training. California training centers are located in northern and southern California, as well as in Utah and Oregon. For further information, contact one of the following offices: (classes are coed)

343 22nd Street, Richmond; (415) 237-5500 – men and women
745 Franklin Street (at Turk), San Francisco; (415) 557-1265 – men and women
1700 Alum Rock Avenue, San Jose; (408) 277-1604 – men
12 South First Street, Room 170, San Jose; (408) 292-8101 – women
3115 Vardun Avenue, San Mateo; (415) 345-6532 – women

In addition, women can call (408) 276-4221 in Soquel. Training can be obtained in the following (however, only those programs marked with an asterisk [*] are offered by all the locations listed):

Air Conditioning/Refrigerator Repair
Animal Handling
Appliance Repair & Service
Auto Body & Fender
***Auto Mechanics**
Barbering/Cosmetology
Bricklaying
Building Maintenance (Plmbing. & Elec.)
Childcare Development
Commercial Art
Commercial Driver
Construction Trades (pre-apprentice)
***Culinary Arts**
Drafting
Dry Cleaning
Electronic Assembly
Electronic Technician
English As A Second Language
Financial Teller
Floor Covering
Forestry Aide
Ground Maintenance (Lndscp. & Horticulture)
Health Occupations
Key Punch
Machinist
Meatcutting
Office Skills
Painting/Decorating
Paraprofessional (counselor's aide, teacher's aide)
Printing/Offset
Railway Clerk Training
Retail Sales
Security Officer
Sheet Metal Operator
Solar Energy Application
Stock Clerk
Survey Training Program
Textile Fabric Care
Warehousing (material handler)
***Welding**
Word Processing

OPPORTUNITIES INDUSTRIALIZATION CENTER WEST (OICW)

Job training and placement program for ages 18 – 65. The services of OICW are available to high school graduates and nongraduates. Counseling services are available. If you want additional information regarding OICW's programs, contact any of the following offices:

1100 O'Brien Drive, Menlo Park – (415) 322-8431
217 E. Grand Avenue, South San Francisco – (415) 871-2870
545 E. First Avenue, San Mateo – (415) 343-3691
1830 Market Street, San Francisco – (415) 863-3400

Courses offered include:

Adult Basic Education
Business Machines
Clerical Skills
Electrical Maintenance
Electronic Assembly (Micro & Conven.)
English As A Second Language
General Educational Development (GED)
Janitorial Maintenance
Merchandising & Grocery Checking

REGIONAL OCCUPATIONAL PROGRAM (ROP)

The Regional Occupational Program, in cooperation with all high school districts in San Mateo County, offers training opportunities for high school juniors and seniors as well as out-of-school youth and adults. Many types of vocational courses are available at a variety of locations throughout the County. Classes are given in two or three hour blocks during the day. By taking an ROP course, high school students can earn credits towards graduation while learning a job skill so they can earn a living upon graduation or help pay their way through college.

Admissions – All courses are open to high school juniors and seniors and out-of-school youth and adults who are San Mateo County residents. High school students who are under 18 must have counselor and parent approval. Some classes have prerequisites for which testing may be required.

Counseling And Placement Services – ROP, through its student support services, makes counseling, vocational aptitude testing, some tutoring, job-finding workshops, and placement services available to ROP students. Appointments for these services may be made Monday through Friday by calling Student Services at (415) 692-2900.

Pre-employment/Tutorial Services – Tutorial assistance in basic education and related areas is available to ROP students. Designed for those who wish to upgrade their educational level for employment purposes, the individualized nature of this assistance allows students to work at their own pace. To receive answers to questions concerning registration and ROP courses, call the ROP office at One Rollins Road, Millbrae, CA 94030; telephone, (415) 692-2900.

Courses Offered – The following is a list of available courses:

Auto Body Repair
Automotive Specialist
Banking & Financial Occupations
Child Care Occupations
Condominium/Apartment Maintenance Technician
Construction/Carpentry Technology
Data Entry
Forestry Aide
Graphic Arts & Production
Hospital Service Occupations
Hospital Ward Clerk
Hotel Services Occupations
Industrial Plastics
Medical/Dental Receptionist
Microcomputer Business Applications
Motorcycle & Small Engine Technology
Nurse Assistant
Retail Sales & Merchandising
Urban Forestry
Veterinary Assistant

YOUTH EMPLOYMENT PROGRAM (YEP)

Counseling referral to skills training, work experience, vocational guidance, job-search training and job placement for low-income, handicapped, and offender (as defined by U.S. Department of Labor) students. If you are interested in obtaining further information on any of YEP's three major programs, contact the YEP office at 700 S. Claremont Street, Suite 109, San Mateo 94402; telephone, (415) 573-3544.

In-School Program – Requirements are 1) disadvantaged; 2) currently attending school; and 3) high school age. The In-School Program offers internships/work experience in private industry as well as public/non-profit sites, job-search workshops and job placement services.

Out-of-School Program – Requirements are 1) low-income/disadvantaged; 2) not attending

school; and 3) age 16 – 21. The Out-of-School Program offers intensive job-search training, referral to skills training programs, and job placement services.

Summer Program – Requirements are 1) 14 to 21 years of age; and 2) disadvantaged. The Summer Program offers counseling, work experience, urban survival skills workshops, career exploration, special summer projects, and job placement services.

YOUTH OPPORTUNITY PROGRAM (YOP)

The Youth Opportunity Program (YOP) at Stanford University is designed to provide training for high school students through their placement in actual positions in offices, laboratories, and departments at the University. Its goals are the motivation of these youths towards higher education and/or a vocation of their choice. There are five specialized programs: YOP in Engineering; YOP in Law; the Medical Science Training Program (MSTP); the Apprenticeship Preparation Program (APP); and the Clerical Training Program (CTP). Each has counseling and tutorial components. YOP specialized programs are created primarily for financially and culturally disadvantaged high school students to enhance their perspective and to encourage them towards various professions. For further information, contact the YOP Coordinator, Stanford University; telephone (415) 497-1144.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

What if you don't have your high school diploma? Successful completion of the GED tests generally is accepted by employers and most colleges in lieu of a high school diploma.

You must be *at least* 17 and *not* enrolled in school to take the GED tests. The tests are designed to measure, as nearly as possible, the major outcomes (skills and concepts) generally associated with four years of regular high school instruction. Using a multiple-choice question format for each of five tests (Writing Skills, Social Studies, Science, Reading Skills, and Mathematics), the test battery corresponds to the general framework of most high school curricula. The tests are intended, however, not to penalize candidates who lack recent academic or classroom experience or who have acquired their education in an informal manner. Most test questions require the understanding of broad concepts and generalizations, rather than the ability to remember facts, details, or precise definitions.

San Mateo County Office of Education's Career Preparation Center, as well as most adult schools, offers the GED tests *year-round.* Career Preparation Center (CPC) of Redwood City offers the tests on Tuesday through Thursday. CPC also provides tutoring and counseling towards the GED at two centers: 609 Price Avenue, Suite 107, Redwood City, (415) 365-2116, and 2380 Junipero Serra Boulevard, Daly City, (415) 755-2603.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION

This program allows people who are 16 years and over and who have not graduated from high school to apply for the examination and if successful, to be awarded a Certificate of Proficiency by the State. Persons younger than 16 may take the test also if they: 1) have completed a year of enrollment in the tenth grade; or 2) will complete a year of enrollment in the tenth grade at the end of the semester in which the test date falls. The Certificate is a legal equivalent of a high school diploma, and its holder may enroll in any California community college on the same basis as persons graduating from high school. The University of California will accept the Certificate in lieu of the regular high school diploma if all other entrance requirements (subject pattern, grades, tests) are met. (*This Certificate should not be confused with the High School Equivalency Certificate.*)

The Proficiency Examination is offered three times during the school year. It tests students in five areas: Reading (about eighth grade level), Computing (no algebra or geometry), Writing, Problem Solving, and Knowledge of Life Situations. The Examination is administered by Educational Testing Service. Contact your counselor or career center regarding test applications, testing dates, and further information.

EMPLOYMENT

GENERAL INFORMATION

Going to work and becoming self-sufficient may be your immediate goal. Even if it isn't, almost everyone – including college bound students – at some time faces the necessity of finding a job. Therefore, the material in this section is of value to most people. You can expect to make five or six job changes within your lifetime. Your success in the job market will depend on your skills, adaptability, and personality. How you relate to other people is important! The process of finding satisfactory employment includes the following:

- Preparing a personal data sheet (resume).
- Locating companies that have openings for new employees.
- Learning about each place of employment at which you apply (what they do, sell, or manufacture).
- Completing an application form.
- Participating in a job interview.
- Obtaining a work permit if you are a student and under 18. (Work experience coordinators in most schools can issue these permits.)
- Reading appropriate available books in your career centers and libraries.
- Reviewing statistics about available jobs and current salaries (available at EDD offices).

PREPARING A PERSONAL DATA SHEET (RESUME)

A Personal Data Sheet is a summary of all the positive factors about you relating to the type of work for which you are applying. The data sheet should be kept to one neatly typed page. Examine the sample data sheet that appears on the next page.

Personal Information

- Address – Give an address at which you always will be able to receive mail. Do not give a temporary address.
- Telephone – Give a number at which you can be reached or at which a message can be taken.

Education

- High School – If you have attended more than one, list the one from which you have graduated or will be graduated.
- Diploma – List any honors, certificates, or awards that you have received.
- Subjects – List any business courses that you have taken. If your major emphasis has been in another area, list those subjects. In general, list any educational preparation that would be related to the job for which you are applying.
- Extracurricular Activities – List clubs and/or organizations to which you belong(ed); list offices or special positions held.
- If you have had private lessons or training outside of school such as music, dancing, etc., list them also.

Practical Work Experience

This section should include paid and volunteer experience, as well as family and household responsibilities. If your only work experience has been such jobs as housecleaning, gardening or baby-sitting, list them. The employer knows your approximate age, and would not expect you to have extensive work experience. Any kind of job indicates you have accepted responsibility.

Give a mailing address for each job because your prospective employer may wish to write to your former employers. If possible, include telephone numbers.

Hobbies, Interests, Community Activities

Including any of these is optional.

17

References (with permission)

References listed here, with addresses and telephone numbers, should be those of people who know you as an individual rather than as an employee. (The prospective employer who wants information about your work habits will contact those former employers listed under your practical work experience.) Personal references should be individuals who are over 21, who have known you for at least three years, and who can vouch for your honesty and citizenship. Do NOT give relatives' names as references. Personal references might include a friend of the family, the parent of one of your friends, a teacher, a counselor, a neighbor, or a minister/priest/rabbi. **Be sure to ask each person in advance for permission to use his/her name. Ask only those persons whom you feel would give you a good recommendation.**

SAMPLE RESUME (Recent High School Graduate)

SUSAN LOUISE WILSON
224 Any Street, Your City, CA 94063
Telephone: (Include Area Code)

OBJECTIVE:	Clerical position with varied duties
SKILLS:	Typing 55 w.p.m.; Shorthand 90 w.p.m.; Can use Lanier and Wang word processors, Xerox 924 copier, dictating equipment, electric calculator; Fluent in Spanish
EDUCATION:	Sequoia High School, Redwood City, CA 94063 Business major: Courses in shorthand, word processing, bookkeeping, business law, two years typing, four years English Graduated June, 1983
ACHIEVEMENTS:	Received one of only two proficiency certificates awarded among 120 business students
	Secretary, Spanish Club
	Varsity tennis team
EXPERIENCE:	Self-employed, 9/81 to present – Typed term papers, business letters, and statistical reports (as arranged by my typing teacher)
	Long's Drug Store, 800 El Camino, San Mateo, CA 94402, 6/82 to present – Checker/Cashiering: used 2150 NCR register, assisted customers in locating merchandise, took inventory
	Sequoia Hospital, Whipple and Alameda, Redwood City, CA 94063, 9/81 to 6/82 – Candy Striper: answered Call Director phone system, gave out room information to visitors, wheeled patients to appointments, read to patients
HOBBIES:	Photography, needlepoint, sketching
REFERENCES:	Available on request

MINI PERSONAL DATA CARD

This is a wallet-sized card that some job seekers have found to be useful. Printed on it is only the most vital information from the personal data sheet or resume; i.e., education, work experience, age, social security number, driver's license number, and any other information that the person seeking employment thinks is an important part of his/her qualifications. The card can be presented to a prospective employer, or it can be used as a convenient reference for dates, addresses, and other statistics by the job applicant in an employment interview or when filling out an application form.

SAMPLE PERSONAL DATA CARD

NAME _____
ADDRESS _____
PHONE NO. _____
DATE OF BIRTH _____ AGE ____
PLACE OF BIRTH _____
MOTHER'S MAIDEN NAME _____
FATHER'S FULL NAME _____
SOCIAL SECURITY NO. _____
MILITARY STATUS _____
LEVEL OF EDUCATION _____
JOB RELATED CLASSES _____
PREVIOUS WORK EXPERIENCE _____
WHERE? _____
BOSS? _____ WHEN? ____
WHERE? _____
BOSS? _____ WHEN? ____

REFERENCES (3)
NAME _____ POSITION _____
ADDRESS _____
_____ PHONE NO. _____
NAME _____ POSITION _____
ADDRESS _____
_____ PHONE NO. _____
NAME _____ POSITION _____
ADDRESS _____
_____ PHONE NO. _____
HEALTH _____
DOCTOR _____
ACTIVITIES _____
HONORS _____
OTHER IMPORTANT THINGS _____
_____

WHERE TO LOOK FOR A JOB

- Networking friends, relatives, neighbors, acquaintances, career center counselors and/or other school personnel
- Direct application
- The work experience program in your high school may be appropriate; see your counselor.
- Classified advertisements in daily newspapers
- California State Employment Development Department

The Employment Development Department (EDD) offers a variety of *free* employment services which are open to anyone. In addition to providing available job listings, they offer workshops such as *Job Searching* and *Resume Writing*. Many companies place their job openings with EDD and do much of their hiring through EDD's services. For information regarding these and other job services, contact your local EDD office.

BERKELEY – 1375 University Avenue, (415) 540-2833
BRENTWOOD – 500 Chestnut Street, (415) 634-1105
CAMPBELL – 2450 South Bascom, (408) 277-1731
FREMONT – 39155 Liberty Street, (415) 792-6000
HAYWARD – 24790 Amador Street, (415) 783-7211
HOLLISTER – 220 San Felipe Road, (408) 637-8111
GILROY – 7990 Monterey Street, (408) 842-2164
OAKLAND – 1225 Fourth Avenue, (415) 464-0764
1900 Fruitvale Avenue, Suite 2B, (415) 464-0486
PITTSBURG – 2126 Lido Square, (415) 439-2161
PLEASANT HILL – 363 Civic Drive, (415) 676-4000
RICHMOND – 343 22nd Street, (415) 237-5500
300 25th Street, (415) 231-3943
SALINAS – 342 Front Street, (408) 422-4731
SAN FRANCISCO – 1449 Mission, (415) 557-3038 (cler./sales/tech./mgmt.)
1425 Turk, (415) 557-1968 (all occ.)
SAN JOSE – 297 West Hedding, (408) 277-1505
1700 Alum Rock Avenue, (408) 277-1566
111 East Gish Road, (408) 544-9055
SAN MATEO – 3520 So. El Camino Real, (415) 341-6111
SO. SAN FRANCISCO – 230 So. Spruce, (415) 588-4200
SUNNYVALE – 420 South Pastoria, (408) 736-9031

- Civil Service Offices – For information on available federal and state jobs, contact the following:
California State Personnel Board – 455 Golden Gate Avenue, Room 2202, San Francisco 94102
Federal Job Information Center – 450 Golden Gate Avenue, Room 1001, San Francisco, 94102
- New Construction often indicates expansion of existing business or industrial operations or the establishment of new ones. A need for employees often follows new construction.
- Commercial agencies can be used; however, a fee is charged when employment is secured. The charge usually is some percentage of wages received, and varies among agencies. Some specialize in particular kinds of employment. Commercial agencies can be found in the yellow pages of the phone book under *Employment Agencies.*

- Special Job Placement – In San Mateo County, several offices coordinate youth employment. Contact any of the following to see if you are eligible.

Bayshore Employment Service – 323-7704
1944 University Avenue
East Palo Alto 94303

Coastside Opportunity Center – 726-9071
890 Main Street, Suite C
Half Moon Bay 94019

Information/Referral Center PROBE – 369-8249
2615 Fair Oaks Avenue
Redwood City 94062 *(for Spanish speaking, especially)*

Youth Employment Program (YEP) – 573-3544
700 South Claremont, Suite 109
San Mateo 94402

Youth Employment Training Program (YETP) – 325-3276
2050 Cooley Avenue
East Palo Alto 94303

Youth Employment Training Program (YETP) – 364-7340
2600 Middlefield Road
Redwood City 94063

THE APPLICATION LETTER (*Optional*)

Usually, it will not be necessary to write a letter when applying for a job. However, when answering a newspaper advertisement, a letter and a resume may be required. Be certain to state the particular job for which you wish to apply, the date, and the newspaper that carried the advertisement.

SAMPLE APPLICATION LETTER

685 A Street
Hayward, CA 94540
Date

Mr. Jack Jones
XYZ Company
Hayward, CA 94545

Dear Mr. Jones:

In the May 13 issue of The Chronicle, I read your advertisement for a sales trainee. Please consider me as an applicant for that position.

I will graduate from California High School in June. My high school program has included two years as a retail merchandising student. This course has helped me to develop skills in selling, inventory, merchandise stocking, display work, and the use of current models of cash registers.

Retail sales is the occupation for which I have prepared, so I would greatly appreciate the opportunity to apply for the position advertised. My resume is enclosed. I am immediately available for part-time employment and will be available full time after graduation. It would be possible for me to report for a personal interview any day after 3:00 p.m.

I would appreciate your consideration.

Sincerely,

John Brown
Home telephone:
(415) 782-8587

Enclosure

THE APPLICATION FORM

The laws pertaining to application forms have changed greatly in recent years; therefore, the forms you fill out will vary among companies. However, you should know that the California Fair Employment Practice (FEP) Act provides that, *before* a person is employed, no question can be

asked concerning a job applicant's race, religious creed, color, natural origin, ancestry, sex or physical handicap. (Pre-employment inquiries regarding the physical fitness of applicants are allowed if the request for information is directly related and pertinent to the position for which one is applying.) The Act also prohibits any nonjob-related inquiry, either oral or through use of an application form, which may directly or indirectly affect the employment opportunities of those protected by the Act. The FEP Act does not otherwise limit the right of employers to seek full information about prospective employees or to establish the job performance qualifications they consider essential. Whatever qualifications or standards are set must be applied equally to all persons.

THE JOB INTERVIEW

Before the interview, learn something about the company. Be familiar with the requirements of the job for which you are applying. Review your qualifications for the job. This is your chance to sell yourself. Your attitude should be positive and enthusiastic! Plan to go alone for your interview. You are applying for the job, not your best friend. Companies tend to be conservative when they are hiring. If you overdress or *do your own thing*, it may negatively affect your interview.

Interview Questions Your interview may be long or short, depending on the type of job you are seeking and the thoroughness of the interviewer. You should be prepared to answer questions about yourself – your education, skills, and plans for the future.

When you meet your interviewer, introduce yourself and shake hands. It is your task alone to make a good impression. Try to be confident. Answer questions honestly. Make sure your good points are emphasized; the interviewer will not know unless you tell him/her, but do not brag. Be polite and considerate. Do not interrupt the conversation of the interviewer. Always address the interviewer as Mr., Miss, Ms., or Mrs.

After the interview, be sure to thank the interviewer for his/her time and consideration. Arrange for additional forms and information to be sent to the company (school transcripts, health forms, etc.) and make an appointment to take any tests that are requested.

Many times an employment interview does not end with a conclusive decision for the applicant. Be patient! The interviewer often wishes to check your references and conclude scheduled interviews with other qualified applicants before making a final choice. If you have been told by the interviewer that you will hear from him/her within a certain period of time, and you have not, feel free to call or write to inquire about the job.

If your first attempt does not end with success, do not be discouraged. You have more experience now for the next time; and much of what you have learned about data sheets, finding openings, application letters and forms, and interviewing will not have to be relearned. Try again!

***Do's and Don't's* of the Interview**

DO	DON'T
Have an appointment.	Bring friends or relatives to the interview.
Arrive on time.	Smoke or chew gum.
Have a positive attitude.	Show reluctance to take employment tests.
Understand terms of employment.	Be vague with answers.
Have a date in mind when you can be available for work.	Be sloppy in dress, posture, or or behavior.
Be alert for signs that the interview is over, and leave promptly.	

SUMMER JOBS

General Information – Special efforts are being made to alert employers to the need for finding summer jobs for young people. Traditionally, there are many more student applicants than jobs. Nevertheless, many young people will find jobs. How? The following hints may make your own hunt more successful.

- Tell your family, relatives, friends, and friends of friends that you are looking for a job. Don't forget previous employers.
- Cover the shopping districts in your neighborhood and town. Don't pass up any leads.
- Try direct application to some of the larger employers in your area and even in surrounding counties. (Be letter perfect in spelling and typing!)
- Check agencies that specialize in youth employment.
- Check newspaper want ads. Place your own, if possible.
- Use imagination. Some students have planned, developed, and executed effective summer self-employment projects for gardening, car washing, and baby sitting. Put your mind to work on possibilities.
- Don't give up in June or even July. Jobs may open up in August.
- You may have to join a union.
- Work experience may be available if funding is available. See your counselor.
- There are books listing specific openings. Check your career center.

Resorts – Excellent sources for names and addresses of potential employers are ads in the newspaper travel sections, travel bureau brochures, and auto association handbooks. A trip in person never hurts, especially if you're applying late.

Counselor Jobs – Wanted are college-age recreation majors with group experience and crafts or swimming specialists. Minimum age is 18. Jobs should be investigated long before school is out.

Summer Camp – Many youth organizations (Girl Scouts, Boy Scouts, Camp Fire Girls, etc.) maintain summer camps for which they hire cooks, kitchen helpers, and counselors. It is a good idea to check directly with the headquarters of the different organizations. See the Student Job Clipboard at the Employment Development Department for addresses. Also, some day camp jobs are open locally, but early application is necessary.

Recreation Jobs – Most of these are filled long before summer. Contact city and county recreation centers. Check your local city recreation in the white pages, and apply directly. Jobs as swimming instructors in the Red Cross program are obtained through the administration offices of high schools.

U.S. Forest Service – Send your application to the National Forest in which you would like to work. Applications, obtainable at post offices and other federal personnel offices, should be mailed by April 15. Jobs usually are filled by May 1. Ask the Employment Development Department for an informational pamphlet which gives addresses and other pertinent data. Minimum age is 18.

National Park Service – Some opportunities exist for college students who are forestry or natural science majors. Apply to the Superintendent of Parks in the area where you wish to work. Early application is a must. Minimum age is 18.

Civil Service – Check the bulletin boards in the Employment Development Department lobby for city, county, state, and federal openings. Sign up in early spring for testing.

Farm Labor – Ask the Employment Development Department's Farm Specialist about current farm work opportunities. The best Farm Labor Office to contact locally is the office at 7990 Monterey Street, Gilroy (telephone, [408] 842-2164), or 220 San Felipe Road, Hollister, (telephone, [408] 637-8111). For casual labor, try either of the San Francisco EDD offices located at 1449 Mission Street (telephone, [415] 556-3038) or 1425 Turk Street (telephone, [415] 557-1968). There is some activity around San Jose, Gilroy, Watsonville, Salinas, and occasionally in Mountain View and Los Altos. Living arrangements must be made in most instances. The work is

hard and backbreaking with long hours in the sun. It is not too remunerative either, particularly if you are inexperienced. Minimum age is 16.

Construction Jobs – Construction work is highly unionized and is slow at the current time. In the summer there are limited opportunities for physically strong people through the Construction Laborers' Union. Minimum age is 18. When all their regular members are working, the union can dispatch you to jobs.

Restaurant Jobs – There are some opportunities for young people, especially those who are 18 and have good references. If under 18, burger stands are probably your best bet.

Clerical Jobs – Some offices and almost all of the temporary help agencies hire short-term clerical workers with good skills for vacation relief. A must is accurate typing of at least 50 words per minute, and/or shorthand dictation taken at 80 words per minute and transcribed perfectly. Good spelling and legible handwriting are important too. Maturity and good grooming count tremendously. *Special Hint:* Brush up on your typing before you apply for work. Practice at home or in your typing class. It won't hurt to take typing at summer school if you can't find a job.

Child Care and Yard Jobs – They may not strike you as the most glamorous, but jobs in these categories may prove to be your best bet. A steady sitting job throughout the summer can even be quite lucrative, especially in view of the fact that no deductions are made from your wages, meals often are included, and no special attire is necessary. Yard work very often pays as much as other work, and, here again, deductions are not made from your pay. Also, remember that good references from these employers may be helpful when you apply for other jobs.

Volunteer Work – If your summer job search is not successful, try your hand at volunteer work. A number of activities exist for those who have a genuine desire to help or serve others. *Reaching out* on your part will give you valuable experience, a good reference which will help you to obtain a later job, and an opportunity to explore careers. For placement, contact any of the following Volunteer Bureaus:

BEN LOMOND – P.O. Box 93 95005, (408) 336-2257
HAYWARD – 21455 Birch 94541, (415) 538-0554
OAKLAND – 477 15th Street 94612, (415) 893-6239
PLEASANTON – 519 Kottinger 94566, (415) 462-3570
REDWOOD CITY – 940 Douglas 94063, (415) 364-7770
RICHMOND – 3200 Barrett 94804, (415) 237-9788
SAN FRANCISCO – 33 Gough 94103, (415) 864-4200
SAN JOSE – 2131 The Alameda 95126, (408) 244-5252
SAN MATEO – 450 Peninsula 94401, (415) 342-0801
SANTA CRUZ – 236 Santa Cruz 95060, (408) 425-1558
WALNUT CREEK – 2116 N. Main 94596, (415) 934-0424
WATSONVILLE – 550 Rodriquez 95076, (408) 728-1431

Registration at EDD Office – You can register at the California State Employment Development Department. Keep EDD informed about changes in address, phone, availability, etc. You do not need to contact them regularly if there are no changes.

COLLEGE PLANNING

This College Planning section will answer many of the general questions you may have about college. It is an introduction to college planning which may lead students and parents to seek additional information through the various references listed in the *Guide*. Use the lines at the left as a checklist. **Dates given below are applicable at time of printing; be sure to check them with your counselor.**

SENIORS' ACTIVITY CALENDAR

Checklist

September

_____ 1. Attend college representative meetings held at your school. Keep informed by listening for announcements and reading bulletin boards.

_____ 2. If you have not taken the SAT or ACT tests, you should register for them in September.

_____ 3. Begin survey of scholarship opportunities; see your counselor; visit the career center; listen for announcements; read bulletin boards. Have your parents check with the personnel office where they work to see if their employers have scholarship programs.

_____ 4. Take the vocational interest surveys and the Career Planning Inventory (CPI). They are helpful in choosing a college major or in making a career choice.

October

_____ 1. Applications for the University of California and the California State Universities are available in the counseling office and/or career center.

_____ 2. Request applications from other four-year colleges and universities by writing directly to the campus.

_____ 3. Educational Opportunity Program (EOP) applications are available. See your counselor; due dates are early in November.

_____ 4. Register for the Achievement tests for the University of California if you have not done so previously.

November

_____ 1. November 1 – 30 is the application filing period for all University of California and California State University campuses.

_____ 2. Request sixth semester transcripts from the registrar's office for the University of California and other colleges which require them.

_____ 3. Attend college representative meetings held on campus. Keep informed by listening for announcements and reading bulletin boards.

_____ 4. Mid-year graduates can obtain community college applications and take placement exams.

_____ 5. Check with out-of-state schools as to whether they will accept the SAAC to consider need or require a Financial Aid Form (FAF) which must be obtained from the out-of-state school.

December

_____ 1. December is the last month to take the ACT or SAT for the University of California.

_____ 2. Obtain SAAC from the counseling office or career center.

_____ 3. Apply for Cal Grant A, B, or C. Check deadline dates on application (usually early February). Cal Grant A scholarships may be used within California for fees and tuition.

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_____ 4. See your counselor to discuss your eligibility for local school scholarships. Most scholarship applications are due early in January. Help is available in the counseling office or career center.

_____ 5. Consult with the college or your counselor regarding special requirements for admission procedures for certain courses of study at community colleges.

January

_____ 1. January is the last month to take required Achievement (ACH) tests for the University of California system.

_____ 2. Apply for Cal Grants A, B, and C (California State Scholarship, College Opportunity Grant, and Occupational Education and Training Grant). The deadline is in early February.

_____ 3. SAAC can be filed after January 1.

_____ 4. Most financial aid applications are due this month. Help is available in the counseling office or career center.

_____ 5. Mid-year graduates request final transcript for college.

_____ 6. Be sure your local school scholarship application is turned in.

_____ 7. If you plan to take the Advanced Placement exams, notify your counselor and the teacher involved.

_____ 8. Request seventh semester transcripts, if required by colleges, from the registrar or counselor secretary.

February

_____ 1. Deadline for filing SAAC is early February.

_____ 2. Deadline for filing Cal Grants A, B, and C is early February.

_____ 3. Deadline for filing FAF for out-of-state schools is early February.

_____ 4. Be sure you have applied for housing at the college of your choice.

April

_____ 1. Community college applications, both admission and financial aid forms, are in the guidance office or career center.

_____ 2. Be sure to attend informational meetings and visit campuses in order to make your selection of campus.

_____ 3. Complete community college applications this month, following the procedure specified for the campus you plan to attend, and take placement exams.

_____ 4. Request the registrar to send your final transcript to community college.

_____ 5. Community college placement exams are given on Saturdays, April through September. Check date and place of test.

June

_____ 1. If you have not previously done so, request your final transcript be sent to the college you will attend in the fall. This is necessary to certify graduation.

JUNIORS' ACTIVITY CALENDAR

Checklist

September

_____ 1. If you have not already done so, apply for a social security card because it will be needed as an identification card.

_____ 2. Sign up in the career/counseling center to take the Preliminary Scholastic Aptitude Test (PSAT). Watch for announcements.

_____ 3. Take vocational interest survey offered at your school. *Career Planning Inventory* and others are helpful.

October

_____ 1. PSAT/NMSQT test date is in October. This is a highly recommended testing experience; your performance can help you assess yourself as you proceed toward school and major selections.

_____ 2. Attending college representative meetings is of help. Build a habit of being informed. Check with your counselor, the career center, or guidance office for dates that college representatives will be on your campus.

April

_____ 1. Apply for Career Oriented Program, Advanced High School Students Program at community college, or Accelerated High School Students Program at Cal State University or University of California. See your counselor for more information.

_____ 2. It is suggested that you register for SAT, ACT, or ACH. It is a good experience to take one of them in May or June, particularly if you missed the PSAT. Obtain applications and familiarize yourself with the test format. Consult your counselor.

May

_____ 1. Apply for summer programs at community, public, and private colleges.

_____ 2. Obtain applications for military academies by writing your Representatives in Congress.

July

_____ 1. Send for college applications if you plan to be a mid-year graduate.

All Summer

_____ 1. Visit college campuses during your vacation. GOOD LUCK!

HOW TO CHOOSE YOUR COLLEGE

Your task is to find a good college for you, the type that will fit your needs and fields of interest. Talk with your parents, teachers, and counselor to help you decide.

In choosing a college, you should consider the following points:

- **Offerings** – Does the college offer a program in your field of interest? In the college catalog, check the number of subjects offered in each department, especially those in your field.
- **Location** – Do you want to attend college near home, or do you want to go to another section of the country such as New England, the Middle West, or the South?
- **Size** – Do you want to go to a small, medium size, or large college? Or doesn't it matter? Do you want to go to college in a city or in a rural environment? Are you the kind of person who can succeed in competition with lots of other good students, as in larger colleges? Or would you do your best work in the more relaxed and informal environment found in most smaller colleges?
- **Religious Affiliation** –Do you want to attend a college which is administered by a particular religious denomination?
- **Finances** – Do you have specific plans for financing your college education? **BE REALISTIC!** Can your parents afford to send you to college? Are you willing to earn part of your way through college? Are you doing sufficiently good work to qualify for financial aid?
- **Housing Facilities** – Do you want to live in a dormitory, or would you rather live with a limited number of people, or by yourself?
- **College Planning Publications** – There are many publications available to you in career centers, counseling offices, libraries, and bookstores. A small sample of these publications follows:

College Admissions Data Service Contains two-page descriptions of over 1,100 four-year colleges and universities in the United States.

College Handbook and Index of Majors – Published by The College Board; gives descriptions of over 2,900 colleges and notes what colleges offer programs in specific majors.

College Planning/Search Book – Published by American College Testing; includes detailed charts showing characteristics of over 3,000 colleges.

Comparative Guide to American Colleges – A paperback publication which gives an analysis of every accredited four-year college in the United States.

Independent California Colleges and Universities – A loose-leaf publication; gives two-page descriptions of 56 private colleges in California.

Playing the Private College Admissions Game – Gives an interesting insight into how private colleges decide on who gets in!

- **Tests and Test Scores** – Check catalogs on the colleges of your choice to determine what tests are required and what deadlines to expect. Once you have taken the test, write down the name of the test center, the date, and your test number. If you make inquiries about scores at a later date, the information is invaluable. To apply for additional reports, complete the *Additional Report Request Form* which is available in your counseling office.
- **Transcripts** – *YOU, not your counselor, are responsible for requesting that your transcripts be sent to colleges.* Separate requests must be made for preliminary and final transcripts. See the registrar or counselor secretary regarding transcripts. The final transcript is verification to the school you plan to attend that you have completed high school. You must request a transcript if you plan to attend a community college, also, since they are not sent automatically.
- **The Application** – Students are responsible for securing an application for admission from the college of their choice. The only applications available from the counseling office are for community colleges, California State Universities, and University of California campuses. To obtain an application from a college, write directly to the undergraduate admissions office. A postcard is usually sufficient for the initial contact. If you are interested in housing, scholarships, and financial aid information, include your specific request at the same time.

SAMPLE INQUIRY

2386 Sutter Street
San Carlos, CA 94070
Date

Director of Admissions
Name of College
Street Address
City, State, Zip Code

Dear Sir:

I am a student at California High School and expect to graduate in June, _____ .

I am interested in your college, and would appreciate receiving a bulletin of information and the necessary forms for filing an application for admissions. I also would appreciate any information you have concerning psychology as a major field of study.

Sincerely,

Your Signature

Complete and return the application form as instructed by the college. Read all intructions carefully, and follow them. The application probably will be your first official contact with the college. The data on it becomes a factor for consideration in the admissions process. Neatness, accuracy, and attention to detail create a favorable impression and expedite the processing of your application.

- **Recommendation Forms** – Private schools, in particular, will require written recommendations from various persons to help them assess your qualifications for admission. Forms generally are provided by the college with an indication of the persons from whom they would like recommendations. A counselor or school official probably will be listed; if so, get the form to him/her

as soon as possible. You may want to give a list of your qualifications and extracurricular activities to each person submitting a letter of recommendation. Give each person a stamped, addressed envelope in which to mail the recommendation.

COLLEGE TESTS

You should take the college entrance examinations in May or June of your junior year. You can obtain test applications from the career center or guidance office. In order to avoid delay and complications in applying for the college entrance exams, obtain a SOCIAL SECURITY NUMBER now if you do not already have one. You also will need it for college applications. (Forms for applying for a Social Security card are available at any post office or at your career center/guidance office.)

Accuracy is important. Be sure to copy school and test center code numbers clearly and carefully. Check the college catalog to make certain you are taking the right test.

- PSAT/NMSQT is for Juniors. The Preliminary Scholastic Aptitude Test gives you an opportunity to become aware of the types of questions you will confront in the Scholastic Aptitude Test that you will be taking later for college entrance. The scores are valuable in giving you and your counselor some indication as to the type of college to which you may want to apply. Scores from this test also will be used to determine the candidates for the National Merit Scholarships. The PSAT/NMSQT is given only in October each year. Announcements will tell you the time and place to sign up for the test. An informational pamphlet is given to you when the test fee is paid.
- The Scholastic Aptitude Test (SAT) is used by the University of California, the California State Universities, and many private colleges as an entrance hurdle and as a predictor of academic success. It is a three hour test – half verbal and half mathematics. There is a fee. The scores range from 200 – 800, and are separately reported for the verbal and mathematics sections.
- The Achievement Tests (ACH) are one hour tests in specific areas. The University of California requires English composition, mathematics, and United States history or foreign language. These are required by many universities and colleges for use as an indication of subject mastery rather than as an entrance hurdle. Most students take three subject matter tests in different areas at one time. There is a fee. Check which tests are required by the colleges to which you are applying.
- The American College Test (ACT) is accepted by the UC system and the California State Universities towards meeting admission requirements, and is required by certain other colleges. The ACT gives sub-scores in English, mathematics, natural science, and social studies. There is a fee.
- Test of English in Foreign Language (TOEFL) is given with the major purpose of determining the English proficiency of people whose native language is not English. The test is given in a single session, and is made up of the following sections: Listening Comprehension tests ability to understand spoken English; Structure and Written Expression tests ability to recognize language that is appropriate for standard written English; and Reading Comprehension and Vocabulary which tests ability to understand various kinds of general reading matter. If you cannot get bulletins or registration forms for these tests where you live, write to Educational Testing Service, Princeton, NY 08541.
- The Advanced Placement (AP) tests are given to seniors and juniors in various subject fields in May. College credit and grades can be earned for acceptable scores. (This is at the discretion of the college or university.) Announcement is made in early spring regarding registration for these tests.

Community colleges vary in their testing requirements. Some require full-time students to take aptitude and English placement tests. Test dates may be listed on college application forms (available in guidance office/career center). Tests are given in April through August for September entrance.

TEST SCHEDULES

American College Test (ACT)

- UC and California State Universities use the ACT to satisfy admissions requirements.

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- Applications are available at your high school.
- Note that the ACT does not allow late registration.
- ACT test results are sent to your high school and to institutions you designate on your application. You will be notified when the test results arrive in your school.
- All test dates are Saturdays. Scheduled dates for 1983/1984 appear in the following chart.

1983/1984 ACT TEST DATE SCHEDULE	
Test Date	**Registration Deadline**
October 29, 1983	September 30, 1983
December 10, 1983	November 11, 1983
February 11, 1984	January 13, 1984
March 31, 1984	March 2, 1984
June 9, 1984	May 11, 1984

Scholastic Aptitude Test (SAT) and Achievement Tests (ACH)

- UC and California State Universities use the SAT to satisfy admissions requirements.
- UC requires the Achievement Tests for placement purposes.
- SAT and ACH cannot be taken on the same day.
- The English Composition Achievement Test *with essay* will be offered only in December.
- Supplemental test dates for the SAT are scheduled only for selected Friday afternoons with tests being administered in Berkeley. Call (415) 849-0950 for information.
- Test results are mailed to your home and to the colleges indicated on your test application.

1983/1984 SAT & ACH TEST DATE SCHEDULE	
Test Date	**Registration Deadline**
October 15, 1983 (SAT only)	September 23, 1983
November 5, 1983	September 30, 1983
December 3, 1983	October 28, 1983
January 28, 1984	December 23, 1983
April 7, 1984 (SAT only)	March 2, 1984
May 5, 1984	March 30, 1984
June 2, 1984	April 1, 1984

Your school code number is _____.

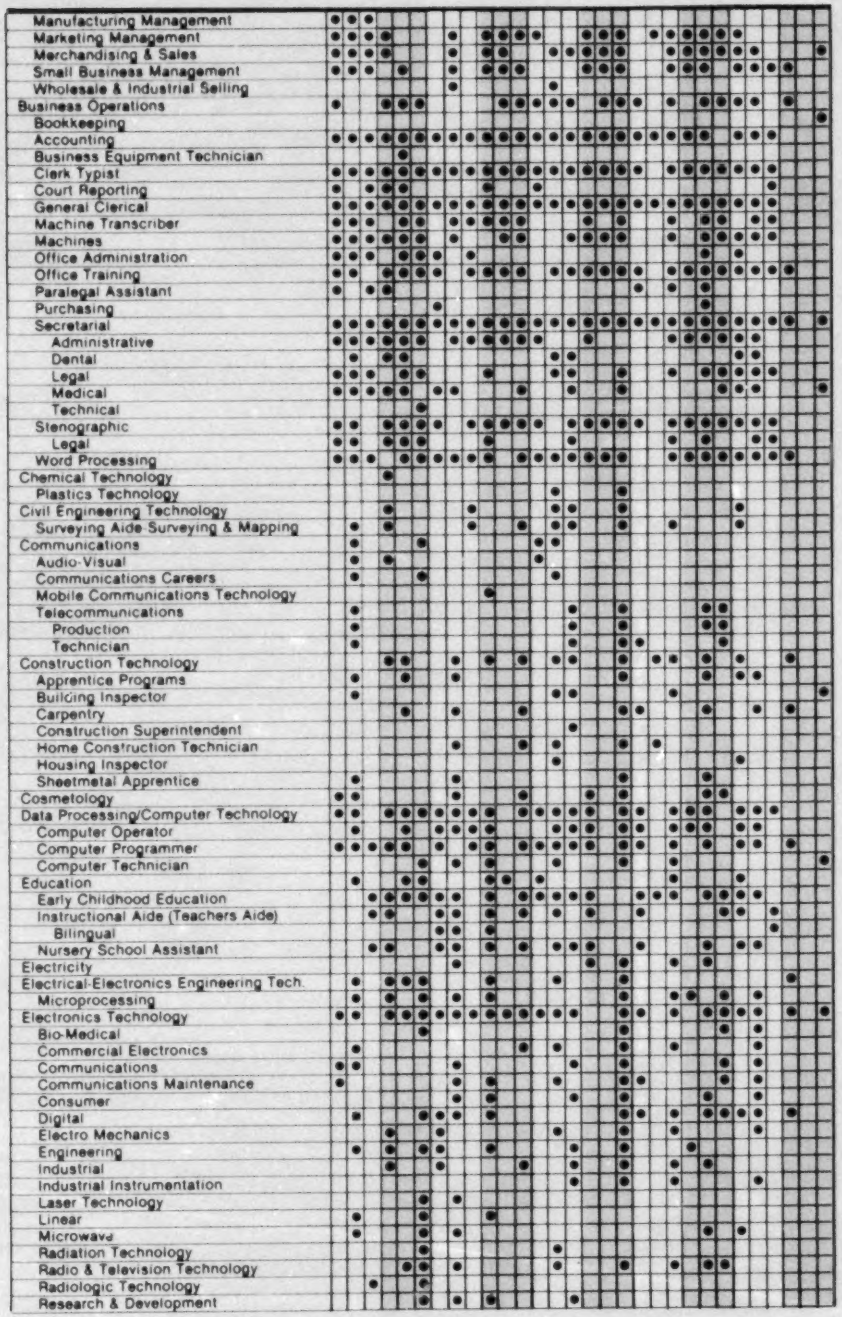
COMMUNITY COLLEGES

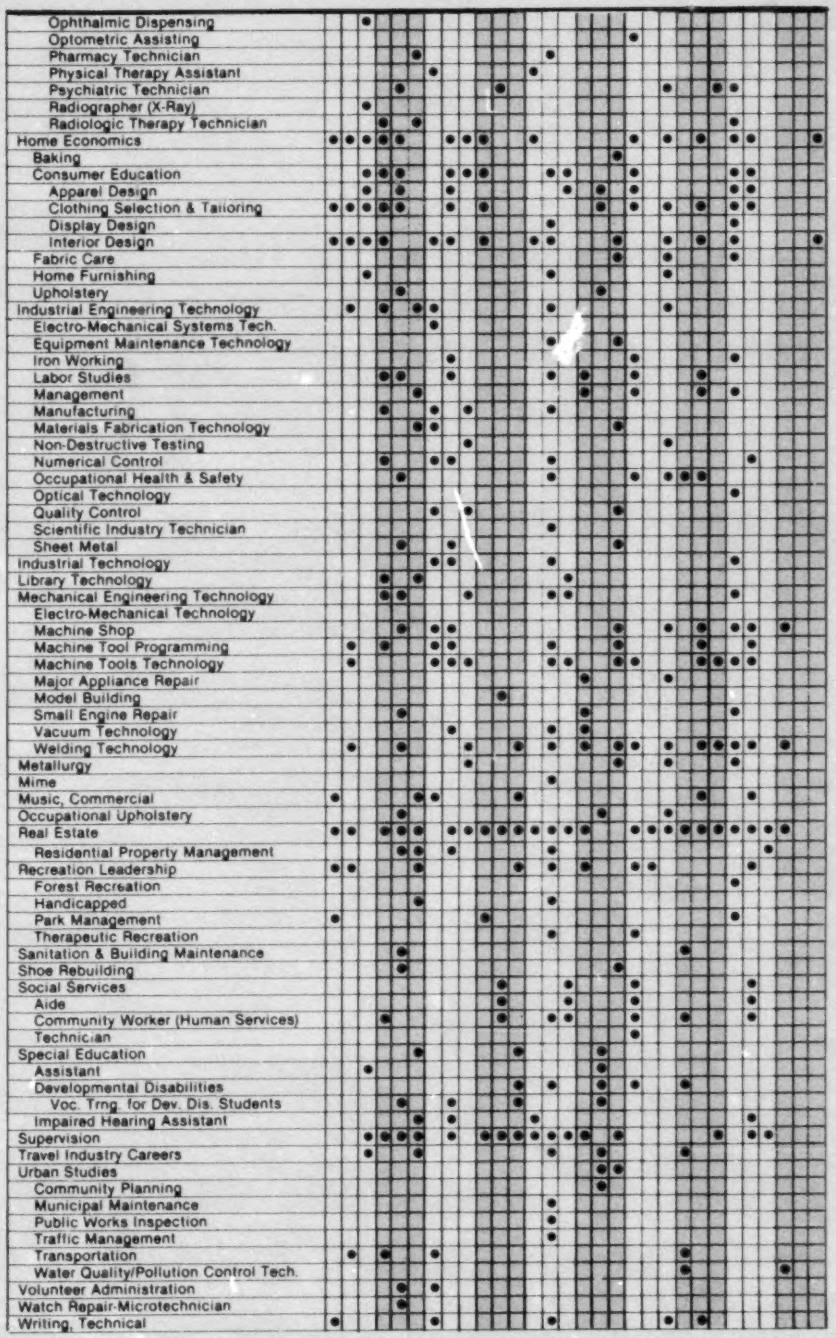
A good choice if:

- You wish to attend a college for one or two years which will give you the training needed to enter a vocation.
- You wish to begin your college career while remaining in your home community.
- You are not sure of the academic field of study you wish to pursue. You want to explore various subject areas.
- You plan to complete a four-year college program; however, for financial reasons you plan to remain at home for the first two years.
- You want to attend a four-year college, but your grades and/or subjects you took in high school do not qualify you for admission without further preparation.

	SKYLINE COLLEGE	COLLEGE OF SAN MATEO	CANADA COLLEGE	[illegible]	DE ANZA COLLEGE	SAN JOSE CITY COLLEGE	EVERGREEN VALLEY COLLEGE	[illegible]	[illegible]	OHLONE COLLEGE	CHABOT COLLEGE	DIABLO VALLEY COLLEGE	[illegible]	[illegible]	MERRITT COLLEGE	FEATHER RIVER COLLEGE	CONTRA COSTA COLLEGE	[illegible]	[illegible]	SANTA ROSA COLLEGE	COLLEGE OF MARIN	INDIAN VALLEY COLLEGES	[illegible]
Administration of Justice	●	●	●		●					●	●				●					●	●	●	
Correctional Science			●		●						●	●			●		●			●	●	●	
Evidence Technology																							
Judicial Procedures	●																						
Law Enforcement/Related Occ.	●	●	●		●	●	●				●				●		●			●	●	●	
Post Graduation Courses																							
Probation Technician			●		●						●						●						
Security			●		●						●						●				●	●	
Aeronautics		●									●									●		●	
Air Frame		●																					
Aircraft Radio/Elec. Maint. Tech.																							
Airport Operations										●													
Flight Attendant											●												
Mechanic		●																					
Pilot		●								●	●									●		●	
Power Plant		●																					
Agriculture																				●			
Agribusiness																				●			
Animal Health Technology																							
Farrier Science											●												
Horticulture		●			●					●	●	●			●					●	●		
Comm. Cut Flowers/Greenhouse		●													●								
Environmental		●													●								
Floristry		●													●								
Landscape Garden (Construc. Maint.)		●									●	●			●					●	●		
Nursery & Garden Ctr. Operations															●								
Ornamental		●								●	●	●			●					●	●		
Pest Control		●																					
Vocational Gardening		●													●								
Timber Technician																●							
Viticulture																				●			
Architectural Engineering Technology											●	●					●						
Architectural Interiors																				●			
Drafting Technology		●			●	●	●			●	●	●					●						
Architectural		●									●	●					●				●		
Civil Structure						●																	
Computer Assisted Design							●																
Design					●					●	●	●					●				●		
Electrical							●			●	●	●											
Electronics					●	●	●																
Industrial		●				●				●		●									●		
Mask Design						●																	
Mechanical		●			●	●	●			●	●	●					●						
Automotive Mechanics	●				●		●				●				●		●			●	●	●	
Body & Fender																	●					●	
Diesel Mechanic						●														●			
Mechanic	●				●		●				●				●		●			●	●	●	
Technology	●				●						●										●	●	
Banking and Finance	●	●				●	●			●	●	●			●		●			●		●	
Accounting	●	●	●		●	●	●			●	●	●			●		●			●	●	●	
Income Tax Accounting			●				●																
Banking Management	●					●					●	●			●		●					●	
Certified Tax Practitioner					●																		
Credit Management	●	●				●					●	●			●		●						
Escrow		●				●	●																
Finance	●					●											●			●			
Insurance		●					●													●			
Business Management & Merchandising	●	●				●				●	●	●					●			●	●		
Fashion Merchandising	●	●					●			●	●									●	●		
General Business	●	●	●		●	●	●			●	●	●			●					●	●	●	
Junior Achievement Advisor Training					●																		
Labor Relations					●	●					●				●		●						
Management & Supervision	●	●	●		●	●						●			●		●			●	●	●	

	SKYLINE COLLEGE	COLLEGE OF SAN MATEO	CANADA COLLEGE	[illegible]	DE ANZA COLLEGE	SAN JOSE CITY COLLEGE	EVERGREEN VALLEY COLLEGE	[illegible]	[illegible]	OHLONE COLLEGE	CHABOT COLLEGE	DIABLO VALLEY COLLEGE	[illegible]	[illegible]	MERRITT COLLEGE	FEATHER RIVER COLLEGE	CONTRA COSTA COLLEGE	[illegible]	[illegible]	SANTA ROSA COLLEGE	COLLEGE OF MARIN	INDIAN VALLEY COLLEGES	[illegible]
Solid State Physics & Circuits		●																					
Television		●										●											
Environmental Engineering & Tech.			●																	●			
Air Conditioning & Refrigeration						●						●					●						
Environmental Health Technology																	●			●			
Solar Technology					●	●																	
Forest Technology																	●			●			
Marine Environmental Technology																					●		
Wildlife Management																	●						
Fine and Applied Arts	●	●	●			●						●											
Advertising Art & Design																					●		
Broadcasting & Film						●															●		
Ceramics	●	●										●											
Commercial Art	●	●										●											
Graphic Arts		●					●													●		●	
Photography	●	●			●	●				●	●						●				●		
Cinema		●																					
Color												●											
Technical Illustration		●																		●			
Fire Science Training		●														●				●		●	
Fire Service Training												●											
Food Technology & Management			●									●					●			●			
Dietary Supervisor																●							
Dietetic Assistant																				●			
Dietetic Technician/Nutrition Care																							
Food & Restaurant Management			●									●					●						
Food Market Management																							
Food Service (Handling)												●				●	●						
Hosting Services Tech.																							
Hotel & Restaurant Operator			●									●				●	●						
School Lunch Management																							
Governmental Mgt./Public Admin.		●					●					●								●			
Health Care	●	●															●			●			
Central Services Technology																							
Child Care Practitioner																							
Dental		●										●					●			●			
Assisting		●					●					●					●			●			
Hygiene												●											
Laboratory Technology												●											
Radiography (X-Ray)		●																		●			
Diagnositc Radiologic Technician																							
Emergency Care Program																							
Emergency Medical Technician	●					●						●				●	●			●			
Family Health Worker																							
Gerontology/Human Services			●									●					●						
Inhalation/Respiratory Therapy	●										●												
Medical Assisting		●			●						●	●					●			●		●	
Medical Clerk																							
Medical Record Technology												●											
Nephrology																							
Nursing		●			●						●	●				●	●			●	●		
Assistant/Home Health Aide		●			●															●	●		
Critical Care																●							
Licensed Vocational Nurse		●															●			●			
Nurse's Aide		●			●											●				●	●		
Obstetric Nurse Technology																							
Operating Room Intern																							
Registered Nurse		●			●		●				●	●				●	●			●	●		
Registered Nurse Refresher		●										●				●	●			●	●		
Primary Care Associate																							
Physicians Assistant																							
Ward Clerk												●											
Nursing/Residential Care Home Admin					●																		


Manufacturing Management
Marketing Management
Merchandising & Sales
Small Business Management
Wholesale & Industrial Selling
Business Operations
Bookkeeping
Accounting
Business Equipment Technician
Clerk Typist
Court Reporting
General Clerical
Machine Transcriber
Machines
Office Administration
Office Training
Paralegal Assistant
Purchasing
Secretarial
Administrative
Dental
Legal
Medical
Technical
Stenographic
Legal
Word Processing
Chemical Technology
Plastics Technology
Civil Engineering Technology
Surveying Aide-Surveying & Mapping
Communications
Audio-Visual
Communications Careers
Mobile Communications Technology
Telecommunications
Production
Technician
Construction Technology
Apprentice Programs
Building Inspector
Carpentry
Construction Superintendent
Home Construction Technician
Housing Inspector
Sheetmetal Apprentice
Cosmetology
Data Processing/Computer Technology
Computer Operator
Computer Programmer
Computer Technician
Education
Early Childhood Education
Instructional Aide (Teachers Aide)
Bilingual
Nursery School Assistant
Electricity
Electrical-Electronics Engineering Tech.
Microprocessing
Electronics Technology
Bio-Medical
Commercial Electronics
Communications
Communications Maintenance
Consumer
Digital
Electro Mechanics
Engineering
Industrial
Industrial Instrumentation
Laser Technology
Linear
Microwave
Radiation Technology
Radio & Television Technology
Radiologic Technology
Research & Development


Ophthalmic Dispensing
Optometric Assisting
Pharmacy Technician
Physical Therapy Assistant
Psychiatric Technician
Radiographer (X-Ray)
Radiologic Therapy Technician
Home Economics
Baking
Consumer Education
Apparel Design
Clothing Selection & Tailoring
Display Design
Interior Design
Fabric Care
Home Furnishing
Upholstery
Industrial Engineering Technology
Electro-Mechanical Systems Tech.
Equipment Maintenance Technology
Iron Working
Labor Studies
Management
Manufacturing
Materials Fabrication Technology
Non-Destructive Testing
Numerical Control
Occupational Health & Safety
Optical Technology
Quality Control
Scientific Industry Technician
Sheet Metal
Industrial Technology
Library Technology
Mechanical Engineering Technology
Electro-Mechanical Technology
Machine Shop
Machine Tool Programming
Machine Tools Technology
Major Appliance Repair
Model Building
Small Engine Repair
Vacuum Technology
Welding Technology
Metallurgy
Mime
Music, Commercial
Occupational Upholstery
Real Estate
Residential Property Management
Recreation Leadership
Forest Recreation
Handicapped
Park Management
Therapeutic Recreation
Sanitation & Building Maintenance
Shoe Rebuilding
Social Services
Aide
Community Worker (Human Services)
Technician
Special Education
Assistant
Developmental Disabilities
Voc. Trng. for Dev. Dis. Students
Impaired Hearing Assistant
Supervision
Travel Industry Careers
Urban Studies
Community Planning
Municipal Maintenance
Public Works Inspection
Traffic Management
Transportation
Water Quality/Pollution Control Tech.
Volunteer Administration
Watch Repair-Microtechnician
Writing, Technical

Campuses

There are three campuses in the San Mateo County Community College District – Canada College, College of San Mateo, and Skyline College. If you want to attend a community college that is not located in San Mateo County, one of the following conditions must exist:

- San Mateo County's Community College District has a reciprocal exchange agreement with the community college district you want to attend.
- You are 18 years of age and have established your residence in the community college district you wish to attend.

Transfer Student

All community colleges offer a full range of academic courses that enable a student to prepare for a transfer to a four-year college or university. A *transfer* student who plans carefully can enter the four-year college as a junior after two years of community college work. Your community college counselor will help you organize a program that will be accepted by the four-year college so that you will not lose any credits when you transfer.

Vocational-Technical

An Associate of Arts (AA) degree is awarded in many two-year, vocational technical programs. A one-year certificate program also is available in certain fields. Courses in the program offer training in skills qualifying students for employment in semi-professional and technical areas. A schedule of the vocational-technical programs offered in your county's community colleges encourages prospective high school graduates to obtain first hand information about a particular program of study at the college by meeting with students and/or faculty members.

Concurrent Enrollment/Accelerated High School Students

Community colleges provide opportunities for high school students with good academic standing to enroll in day or evening college level classes. This concurrent enrollment permits students to supplement their high school program or to commence with college work in their area of interest (Career Oriented Program) while still attending high school. Eligible students may take one or two courses depending on their high school course load and the recommendation of the high school counselor.

To be eligible, students must be concurrently enrolled in either Grade 11 or 12 of the recommending high school. (Students must complete their junior year to be eligible to attend summer session classes.) All high school students who want to take any course at a community college (except Community Service no-credit programs) must complete the following before admission to the course: **✓ special application for admission ✓ high school counselor recommendation ✓ copy of high school transcript ✓ after the preceding three requirements have been met, approval of the college registrar must be obtained.**

Admission

- Requirements – High school diploma, Certificate of Proficiency, or the age of 18.
- Applications – Available in the counseling office and/or career center.
- Expenses – There may be tuition. Cost of supplies and books will be approximately $400 a year.
- Transcript – Ask the counseling office to send your final transcript to the community college.
- Entrance Tests – No tests are required for admission. Tests may be required for proper English, mathematics, science, or foreign language placement.

Directory of Nearby Community Colleges

Cabrillo Community College
6500 Soquel Drive
Aptos 95003
(408) 425-6000

Canada College
4200 Farm Hill Blvd.
Redwood City 94061
(415) 364-1212

Chabot College
25555 Hesperian Blvd.
Hayward 94545
(415) 786-6600

Chabot – Valley Campus
3033 Collier Canyon Rd.
Livermore 94550
(415) 455-5300

City College of San Francisco
50 Phelan Avenue
San Francisco 94112
(415) 239-3285

College of Alameda
555 Atlantic Avenue
Alameda 94501
(415) 522-7221

College of Marin
Kentfield 94904
(415) 457-8811

College of San Mateo
1700 West Hillsdale Blvd.
San Mateo 94402
(415) 574-6161

Community College Centers of the San Francisco Community College District
33 Gough Street
San Francisco 94103
(415) 239-3000

Contra Costa College
2600 Mission Bell Drive
San Pablo 94806
(415) 235-7800

De Anza College
21250 Stevens Creek Blvd.
Cupertino 95014
(408) 996-4567

Diablo Valley College
321 Golf Club Road
Pleasant Hill 94523
(415) 685-1230, ext. 203

Evergreen Valley College
3095 Yerba Buena Road
San Jose 95135
(408) 274-7900

Feather River College
P.O. Box 1110
Highway 70, North
Quincy 95971
(916) 283-0202

Foothill College
12345 El Monte Road
Los Altos Hills 94022
(415) 948-8590

Gavilan College
5055 Santa Teresa Blvd.
Gilroy 95020
(408) 847-1400

Hartnell College
156 Homestead Drive
Salinas 93901
(408) 758-8211

Indian Valley Colleges
1800 Ignacio Blvd.
Novato 94947
(415) 883-2211

Laney College
900 Fallon Street
Oakland 94607
(415) 834-5740

Los Medanos College
2700 East Leland Road
Pittsburg 94565
(415) 439-2181

Merritt College
12500 Campus Drive
Oakland 94619
(415) 531-4911

Mission College
3000 Mission College Blvd.
Santa Clara 95054
(408) 998-2200

Monterey Peninsula College
980 Fremont Blvd.
Monterey 93940
(408) 646-4000

Napa Valley College
2277 Napa Vallejo Hwy.
Napa 94558
(707) 255-2100

Ohlone College
43600 Mission Blvd.
P.O. Box 3909
Fremont 94539
(415) 657-2100

San Joaquin Delta College
5151 Pacific Avenue
Stockton 95207
(209) 474-5151

San Jose City College
2100 Moorpark Avenue
San Jose 95128
(408) 298-2181

Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa 95401
(707) 527-4431

Skyline College
3300 College Drive
San Bruno 94066
(415) 355-7000

Solano College
Suisun Valley Road
P.O. Box 246
Suisun City 94585
(707) 864-7000

Vista College
2020 Milvia Street
Berkeley 94704
(415) 841-8431

West Valley College
14000 Fruitvale Avenue
Saratoga 95070
(408) 867-2200

CALIFORNIA STATE UNIVERSITIES

Admission

The worksheet on page 34 is designed to help you determine your eligibility for admission to any campus of the California State University system. Please note that beginning in the fall of 1984 four years of college preparatory English courses will be required for admission to any California State University, as well as two years of mathematics (algebra and geometry).

Directory of California State Universities

- Semester Term Campuses
  California State University, **Chico**, First and Normal Streets, Chico 95926; (800) 822-0121
  California State University, **Fresno**, Shaw and Cedar Avenues, Fresno 93740; (209) 487-2261
  California State University, **Fullerton**, 801 North State College Blvd., Fullerton 92634; (714) 773-2300
  California State University, **Long Beach**, 1250 Bellflower Blvd., Long Beach 90840; (213) 498-5471
  California State University, **Northridge**, 18111 Nordhoff Street, Northridge 91330; (213) 885-3700
  California State University, **Sacramento**, 6000 J Street, Sacramento 95819; (916) 454-6113
  San Diego State University, 5300 Campanile Drive, San Diego 92182; (714) 286-5000
  San Francisco State University, 1600 Holloway Avenue, San Francisco 94132; (415) 469-2141
  San Jose State University, 125 South Seventh Street, San Jose 95192; (408) 277-2000
  Sonoma State University, 1801 East Cotati Avenue, Rohnert Park 94928; (707) 664-2386
- 4 – 1 – 4 Campus
  California State College, **Stanislaus**, 800 Monte Vista Avenue, Turlock 95380; (209) 633-2151
- Quarter Term Campuses
  California State College, **Bakersfield**, 9001 Stockdale Highway, Bakersfield 93309; (805) 833-2147
  California State College, **Dominquez Hill**, 100 East Victoria Street, Carson 90747; (213) 515-3300
  California State University, **Hayward**, 25800 Hillary Street, Hayward 94542; (415) 881-3821
  Humboldt State University, Arcata 95521; (707) 826-3421
  California State College, **Los Angeles**, 5151 State University Drive, Los Angeles 90032; (213) 224-3361
  California Polytechnic State University, **Pomona**, 3801 W. Temple Avenue, Pomona 91768; (714) 598-4291
  California State College, **San Bernardino**, 5500 State College Pkwy., San Bernardino 92407; (714) 887-7306
  California Polytechnic State University, **San Luis Obispo**, San Luis Obispo 93407; (805) 546-2311

CALIFORNIA STATE UNIVERSITY ELIGIBILITY WORKSHEET

Submit All Application Materials On Time

Pick up application in counseling office during October.
Mail in completed application during the month of *November*.
Do not send in transcript or test scores at this time.

Determine YOUR Grade Point Average (GPA)

Use semester grades in all 10, 11, 12 grade courses except physical education.
Semester school courses count; courses between 9 and 10 are used.
Repeated courses – use highest grade that is earned.
Eligibility is based upon five semesters.
Six semesters will be used if needed to qualify for admission.
Use table to determine your GPA.

YOUR Grade Point Average (GPA) for California State University Eligibility

Grade	Total No. Of Each Grade	Multiply By Grade Points	Total Grade Points
A		x 4	
B		x 3	
C		x 2	
D		x 1	
F		x 0	
		Divided Into	

= _____ GPA

Take Required Tests

Take the Scholastic Aptitude Test (SAT) OR American College Test (ACT).
Achievement Tests are NOT required by the California State University system.

Check Eligibility Index

Eligibility Is based on combination of GPA and test scores.
If GPA is below 2.00, you are NOT eligible for admission.
If GPA is from 2.00 to 3.20, check Eligibility Index to determine what test score you must achieve to be eligible for admission.
If GPA is above 3.20, you are eligible regardless of test scores.

Look For Space Reservation

If campus accepts your application you will receive *space reservation.*
Ask counseling office to send your transcript.
Be sure your test scores are sent to the college by the testing company.

Questions?

Contact your counselor if you have any questions about CSU admissions.

California State University Eligibility Index

GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score	GPA	ACT Score	SAT Score
( )											
3.20	11	512	2.89	17	760	2.58	23	1008	2.27	29	1256
3.19	11	520	2.88	17	768	2.57	23	1016	2.26	29	1264
3.18	11	528	2.87	17	776	2.56	23	1024	2.25	30	1272
3.17	11	536	2.86	17	784	2.55	24	1032	2.24	30	1280
3.16	11	544	2.85	18	792	2.54	24	1040	2.23	30	1288
3.15	12	552	2.84	18	800	2.53	24	1048	2.22	30	1296
3.14	12	560	2.83	18	808	2.52	24	1056	2.21	30	1304
3.13	12	568	2.82	18	816	2.51	24	1064	2.20	31	1312
3.12	12	576	2.81	18	824	2.50	25	1072	2.19	31	1320
3.11	12	584	2.80	19	832	2.49	25	1080	2.18	31	1328
3.10	13	592	2.79	19	840	2.48	25	1088	2.17	31	1336
3.09	13	600	2.78	19	848	2.47	25	1086	2.16	31	1344
3.08	13	608	2.77	19	856	2.46	25	1104	2.15	32	1352
3.07	13	616	2.76	19	864	2.45	26	1112	2.14	32	1360
3.06	13	624	2.75	20	872	2.44	26	1120	2.13	32	1368
3.05	14	632	2.74	20	880	2.43	26	1128	2.12	32	1376
3.04	14	640	2.73	20	888	2.42	26	1136	2.11	32	1384
3.03	14	648	2.72	20	896	2.41	26	1144	2.10	33	1392
3.02	14	656	2.71	20	904	2.40	27	1152	2.09	33	1400
3.01	14	664	2.70	21	912	2.39	27	1160	2.08	33	1408
3.00	15	672	2.69	21	920	2.38	27	1168	2.07	33	1416
2.99	15	680	2.68	21	928	2.37	27	1176	2.06	33	1424
2.98	15	688	2.67	21	936	2.36	27	1184	2.05	34	1432
2.97	15	696	2.66	21	944	2.35	28	1192	2.04	34	1440
2.96	15	704	2.65	22	952	2.34	28	1200	2.03	34	1448
2.95	16	712	2.64	22	960	2.33	28	1208	2.02	34	1456
2.94	16	720	2.63	22	968	2.32	28	1216	2.01	34	1464
2.93	16	728	2.62	22	976	2.31	28	1224	2.00	35	1472
2.92	16	736	2.61	22	984	2.30	29	1232	( )		
2.91	16	744	2.60	23	992	2.29	29	1240			
2.90	17	752	2.59	23	1000	2.28	29	1248			

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UNIVERSITY OF CALIFORNIA

Admission

The worksheet on page 37 is designed to help you determine your eligibility for admission to any campus of the University of California. Please note UC's new admissions requirements for students entering college in the fall of 1986 listed below the chart.

University of California Eligibility Index

UNIVERSITY OF CALIFORNIA ELIGIBILITY INDEX

A–F GPA	ACT* COMPOSITE	SAT ** TOTAL	A–F GPA	ACT* COMPOSITE	SAT ** TOTAL	A–F GPA	ACT* COMPOSITE	SAT ** TOTAL
2.78	35	1600	2.96	27	1180	3.14	15	760
2.79	35	1580	2.97	27	1160	3.15	14	740
2.80	34	1550	2.98	26	1130	3.16	14	710
2.81	34	1530	2.99	26	1110	3.17	13	690
2.82	33	1510	3.00	25	1090	3.18	12	670
2.83	33	1480	3.01	25	1060	3.19	11	640
2.84	33	1460	3.02	24	1040	3.20	10	620
2.85	32	1440	3.03	24	1020	3.21	9	600
2.86	32	1410	3.04	23	990	3.22	9	570
2.87	32	1390	3.05	22	970	3.23	8	550
2.88	31	1370	3.06	21	950	3.24	8	530
2.89	31	1340	3.07	21	920	3.25	7	500
2.90	30	1320	3.08	20	900	3.26	7	480
2.91	30	1300	3.09	19	880	3.27	6	460
2.92	29	1270	3.10	18	850	3.28	6	430
2.93	29	1250	3.11	18	830	3.29	5	410
2.94	28	1230	3.12	17	810	3.30	5	400
2.95	28	1200	3.13	16	780			

* ACT is scored in intervals of 1 point from a minimum of 1 to 35 maximum.

** SAT is scored in intervals of 10 points from a minimum of 400 to 1600 miximum.

UNIVERSITY OF CALIFORNIA ELIGIBILITY WORKSHEET

Submit All Application Materials On Time

Pick up application in counseling office during October.
Mail in your completed application during NOVEMBER.
Ask the counseling office to mail in your transcript.
Be sure your test scores are sent to UC by the testing company.

Record YOUR Semester Grades For The *a Through f* Requirements

a)	American History	_____	_____	1 year of American History OR 1 semester of American History and 1 semester of American Government
b)	English	_____	_____	4 years of English
	English	_____	_____	
	English	_____	_____	
	English	_____	_____	
c)	Algebra 1	_____	_____	1 year of Algebra and 1 year of another college prep math
	2nd Math Course	_____	_____	
d)	_____	_____	_____	1 year of Laboratory Science (Biology in Grade 9 does not satisfy requirement)
e)	_____	_____	_____	2 years of Foreign Lanuage
	_____	_____	_____	
f)	_____	_____	_____	1 year of another Lab Science OR 2nd year of Algebra OR 3rd year of same Foreign Language OR 2 years of another Foreign Language

Determine YOUR Grade Point Average (GPA)

Use grades in *a through f* requirements noted above.
9th grade courses can satisfy subject requirements but are NOT counted in GPA.
D and *F* grades cannot satisfy subject requirements.

Honors Courses

Grades earned in up to four units of work in courses that are 1) certified by the high school as offered at an honors level and 2) taken in the last two years of high school will be given extra weight in computing the GPA for admission. Grades in honors courses will be counted as follows: A= 5 points, B= 4 points, and C= 3 points.

Take Required Tests

Take Scholastic Aptitude Test (SAT) OR American College Test (ACT).
Take 3 Achievement (ACH Tests: English Composition and Mathematics are required; 3rd test can be Foreign Language, Social Science, English Literature, or Science.
600 on English Composition satisfies Subject A requirement.

Check Eligibility Index

If GPA is above 3.29, student is eligible regardless of test scores.
If GPA is below 2.78, student is NOT eligible for admission.
If GPA is from 2.78 to 3.29, check Eligibility Index to determine what test score you must achieve to be eligible for admission.

Entrance By Examination

You can qualify for admission to UC on the basis of examination alone.
Scholastic Aptitude Test (SAT) score of 1100.
3 Achievement (ACH) Tests with total of 1650 and not less than 500 on each test.
Must be high school graduate or have passed high school proficiency examination.

Questions?

Contact your counselor if you have any questions about UC admissions.

The following courses are required of students entering in the fall of 1986: a) U.S. History or Civics – 1 year; b) English – 4 years; c) Mathematics (algebra, geometry, and advanced algebra – 3 years; d) Laboratory Science (biology, physics, chemistry, or physiology) – 1 year; e) Four courses from at least two of the following areas: math/science (in addition to *c* and *d*), English, history, social science or fine arts – 4 years.

Seven of the required 15 academic courses must be taken in the last two years of high school.

English, mathematics, or foreign language taken during the freshman year may be used to meet these requirements, but grades received during the ninth grade will not be used to compute the required grade average of *B* or better. Foreign language taken prior to the freshman year also may be used if followed by a more advanced school course. A science course taken in grade nine does not meet the requirement.

Directory of University of California Campuses

BERKELEY

Admissions Office
120 Sproul Hall
University of California
Berkeley, CA 94720
(415) 642-0200

Financial Aids Office
201 Sproul Hall
University of California
Berkeley, CA 94720
(415) 642-1445

DAVIS

Admissions Office
175 Mrak Hall
University of California
Davis, CA 95616
(916) 752-2971

Financial Aids Office
125 North Hall
University of California
Davis, CA 95616
(916) 753-2390

IRVINE

Admissions Office
245 Administration Bldg.
University of California
Irvine, CA 92717
(714) 833-6703

Financial Aids Office
102 Administration Bldg.
University of California
Irvine, CA 92717
(714) 833-6261

LOS ANGELES

Admissions Office
1147 Murphy Hall
University of California
Los Angeles, CA 90024
(213) 825-3101

Financial Aids Office
A-129 Murphy Hall
University of California
Los Angeles, CA 90024
(213) 825-4531

RIVERSIDE

Admissions Office
1100 Administration Bldg.
University of California
Riverside, CA 92502
(714) 787-3411

Financial Aids Office
Veitch Student Center
University of California
Riverside, CA 92502
(714) 787-3878

SAN DIEGO

Admissions Office
Q-021 Administrative Complex
University of California
La Jolla, CA 92093
(714) 452-3160

Financial Aids Office
Q-013 Administrative Complex
University of California
La Jolla, CA 92093
(714) 452-4480

SANTA BARBARA

Admissions Office
1210 Cheadle Hall
University of California
Santa Barbara, CA 93106
(805) 961-2881

Financial Aids Office
3607 South Hall
University of California
Santa Barbara, CA 93106
(805) 961-2432

SANTA CRUZ

Admissions Office
Cookhouse
University of California
Santa Cruz, CA 95064
(408) 429-4008

Financial Aids Office
210 General Services Bldg.
University of California
Santa Cruz, CA 95064
(408) 429-2963

PRIVATE COLLEGES

There are hundreds of independent or private colleges and universities around the country with a wide range of characteristics that make them attractive to students. In searching for the right one for you, first decide what you are looking for and then begin checking the individual campuses.

How To Find Information

Since private colleges differ, you are encouraged to try some of the following ideas in order to gather information.

- Write for information. Private colleges are very prompt in answering letters from interested students.
- Attend college representative meetings. Each year colleges send representatives to visit high school campuses and talk with students.
- Visit college campuses. Some students plan a trip to visit the campus and talk with students and admissions people.
- Read *Playing the Private College Admissions Game* by Richard Moll (Times Books, Three Park Avenue, New York, NY 10016). This is an interesting book about how colleges decide on candidates.

- Talk with former students of your high school who are attending the college in which you are interested.

How To Apply

The application procedures vary at different colleges, but the guidelines noted here should help you become involved with the admissions process.

- Write for application(s) early in the fall of the senior year.
- *Early admissions* candidates can write in the spring of the junior year.
- Check the deadlines carefully so you will know when to mail in your application.
- All colleges require a transcript of high school grades.
- Teacher recommendations are required by most colleges.
- College admissions examinations are required by most colleges.
- Personal interviews are encouraged by some colleges.

How Do Colleges Make Decisions?

Private colleges vary in terms of selectivity, but the key factors usually involved in admissions decisions are:

- High School Courses – A strong college preparatory program is recommended.
- Grades – How did the student do in high school courses?
- College Entrance Examinations – SAT, ACT, ACH
- Other Factors – Leadership, athletics, music, art, drama, journalism, alumni, family, yearbook, community activities, etc.

When Do You Find Out?

Students understandably are anxious to hear about whether a college will accept them. The usual notification methods are:

- April – The highly selective colleges usually notify a candidate in mid-April and ask for the candidate's reply by May 1.
- Rolling Admissions – You are notified about two or three weeks after your application is mailed to the college.
- Early Indication – Some colleges will give you an idea of your chances in the fall before the official decisions are made in the spring.

FINANCIAL AID

FINANCIAL AID CHECKLIST

A college education costs money. Have you

- Talked with your parents about finances?
- Talked with your counselor about costs and available loans?
- Contacted colleges about financial assistance and other student loans?
- Received a copy of *California Student Financial Aid Workbook?*
- Applied for a California Grant A, B, or C and filed the SAAC?
- Applied for local scholarships through school scholarship chairperson?
- Applied for a federal Pell (Basic Grant?
- Filed a Financial Aid Form (FAF) or Family Financial Statement (FFS) for out of state colleges?

COLLEGE COST ESTIMATES

You will need to know average annual college costs in order to make wise decisions. Here are figures for some typical colleges and universities (*subject to change*). Consult the latest college bulletin or application for current costs.

College or University	Commute or Residence	Tuition & Fees	Home Room & Board	Campus Room/Board	Books	Personal Expenses	Total For Year
Community Colleges	Commute	0	$2,400	0	$400	$1,335	$4,135
	Residence		0	$3,600		$1,335	$5,335
California State Universities	Commute	$ 579	$3,168	0	$400	$1,335	$5,626
(S.F. State Univ., San Jose State Univ., etc.)	Residence		0	$3,776		$1,335	$6,234
University of California	Commute	$1,172	$3,408	0	$400	$1,335	$6,543
(Berkeley, Davis, Santa Cruz, etc.)	Residence		0	$5,110		$1,335	$8,236
University of San Francisco	Commute	$4,980	$3,168	0	$400	$1,335	$9,883
	Residence		0	$2,832		$1,335	$9,547
Stanford University	Commute	$9,027	$3,168	0	$400	$1,335	13,930
	Residence		0	$3,423		$1,335	14,185
University of Arizona	Commute	$3,250	$2,400	0	$400	$1,300	$7,350
	Residence		0	$2,280		$1,300	$7,230

1. **Commute** – The student lives at home.
   Residence – The student lives on or near the campus in a dormitory or equivalent housing.
2. **Personal Expenses** – Medical, recreation, laundry, clothing, etc.
3. **Transportation** – There should be no significant transportation cost for resident students who live on or near the campus. For those resident students whose college is located a considerable distance from home, the price of three roundtrips home should be added to the *Total* column.
   a) Most community colleges do not have dormitories. This figure, $3,600, approximates the cost of rent and groceries (room and board) in an apartment or similar residence arrangement.
   b) Students living away from home, in most cases, will still have to commute from their place of residence to the college.
4. **Non-resident** – The student attends school out-of-state. Non-residents pay a higher tuition than residents. For instance, the $7,230 listed is the tuition charged for non-Arizona residents. Most state supported schools charge out-of-state students a higher tuition than they do residents (in-state students).

WHO IS ELIGIBLE FOR FINANCIAL AID?

The primary purpose of financial aid is to provide assistance to students who would be unable to attend college without financial help. Your first step is to determine whether or not you might be eligible for assistance. Each senior student should receive a copy of *California Student Financial Aid Workbook* in the fall. It explains the different kinds of financial assistance available, and is a valuable tool for determining financial aid.

The College Scholarship Service (CSS) publishes a free booklet entitled *Meeting College Costs* which enables students and parents to compute their own financial reports using the same criteria that the official need analysis uses – the FAF (Financial Aid Form). It is strongly recommended that every student planning to apply for scholarships or other forms of financial aid obtain the booklet (*Meeting College Costs*), and that they and their parents go over the pages carefully to determine whether it is realistic to apply for aid. The actual process of applying is quite complicated and, in most cases, entails a great deal of paperwork on the part of both student and parent.

FINANCIAL AID PUBLICATIONS

The following is a listing of some resource guides to assist you. It is not an exhaustive list; and it is recommended that you check the reference section of your public library or favorite bookstore to supplement it. (Prices quoted are subject to change.

- ***Your Own Financial Aid Factory***, Robert Leider. $5.95 plus postage and handling. Octameron Associates, Inc., P.O. Box 3437, Alexandria, VA 22302
- ***Don't Miss Out, The Ambitious Student's Guide to Scholarships and Loans***, Robert Leider. Included in *Your Own Financial Aid Factory* or available separately for $2.50 plus postage and handling from Octameron Associates, Inc.

- ***The A's & B's of Academic Scholarships***, Robert Leider. Also included in *Your Own Financial Aid Factory* or available separately for $2.50 plus postage and handling from Octameron Associates, Inc.
- ***Need a Lift? To Educational Opportunities, Careers, Loans, Scholarships, Employment.*** $1 plus postage and handling. The American Legion Education Program, P.O. Box 1055, Indianapolis, IN 46206
- ***Scholarships Available to Black Students, American Indian Students, and Spanish Speaking Students.*** Send $0.52 in postage stamps to Foothill Area Community Services, 500 South Pasadena Avenue, Pasadena, CA 91105.
- ***It's Your Move – How to Win the College Financing Game***, Mary Szorady and Debbie Talbot. $4.98 plus postage and handling. Biosperics, 4928 Wyaconda Road, Rockville, MD 20852
- ***The College Financial Aid Emergency Kit***, Joyce Lain Kennedy and Dr. Herm Davis. $3.50. Sun Features, Inc., Box 368, Cardiff, CA 92007

TYPES OF FINANCIAL AID

There are several forms in which financial assistance can be awarded:

- *Gift* money (scholarships and grants) – Awards of money that do not need to be repaid
- Loans – Borrowed money which must be repaid with interest
- Employment opportunities
- Fee waivers (for college applications and required CEEP testing)
- Work/Study programs – Gives opportunity to work and earn the money needed

Frequently, colleges and universities offer students a financial aid *package* which consists of one-third gift money, one-third loan, and one-third employment.

SOURCES OF FINANCIAL AID

Federal Government Grants

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
Pell (Basic) Grant Federal Student Aid Programs P.O. Box 84 Washington, DC 20044	First-time college, university, vocational, or technical school student with financial need who is attending school at least half-time. Must be U.S. citizen.	$150-$1750 per year. Amount based on determination of eligibility and cost of attendance.		A Pell application form (part of the SAAC and/or FAF) is required – available in high school or college counseling offices or from Federal Student Aid Programs.
Supplemental Education Opportunity Grant (SEOG) P.O. Box 84 Washington, DC 20044	Enrolled undergraduate or vocational student who is unable to continue without financial aid and is attending school at least half-time.	$200-$2000 per year or $5000 for 5 years		Apply through college.

Federal Government Loans

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
Guaranteed Student Loan	Enrolled student who is attending (at least half-time) a college or vocational, business, or home study school.	$2500 per year maximum – $5000 maximum thru graduate school.		Apply through college. Repayment begins 6 months after leaving school (9% maximum interest). Up to 10 years to repay at minimum $600 per year ($50 per month).
National Direct Student Loan	Enrolled student with financial need who is attending school at least half-time.	$3000 for vocational program or up to 2 yrs college; $6000, over 2 yrs. to B.A.; $12000 for graduate.		Apply through college. Repayment of loan begins 6 months after graduation or leaving school. Student may be allowed up to 10 years to repay. Interest rate is 5%.

State Government Grants

For all Cal Grants, students and parents must file the *Student Aid Application for California (SAAC)* and the *SAAC* Supplements for either Cal Grants A, B, or C. The SAAC must be mailed to the College Scholarship Service in Berkeley, and the Supplements for Cal Grants must be mailed to Sacramento. The student must include the Cal Grant program code number (0024) and the codes of those colleges to which (s)he is applying. You should refer to the *California Student Financial Aid Workbook* and the SAAC application directions for specifics.

Students should make certain they send in the correct fees to the College Scholarship Service in Berkeley for processing their SAAC for the State Grant programs.

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
Cal Grant A (formerly California State Scholarship) California Student Aid Commission 1410 Fifth Street Sacramento, CA 95814	Students from low and middle income families who have academic ability.	Tuition for colleges and universities in California to $3400.	Feb. 8	Applicant must submit SAAC and Supplement A, apply for a Pell Grant, and apply for admission to a Calif. college or university. If you qualify but first to to a community college, the scholarship will be held for you.
Cal Grant B (formerly College Opportunity Grant) California Student Aid Commission 1410 Fifth Street Sacramento, CA 95814	Students from low income families ($6500 average).	$1100 maximum 1st yr. for living expenses. Covers tuition also, after that.	Feb. 8	Applicant must submit SAAC and Supplement B and have a disadvantaged background. Winners are chosen on basis of grades recommendations, and students' statements about themselves.
Cal Grant C (formerly Occupational Education and Training Grant) California Student Aid Commission 1410 Fifth Street Sacramento, CA 95814	Students from low and middle income families who are vocationally oriented.	Varies – maximum is $2500.	Feb. 8	Applicants must submit SAAC and Supplement C. Occupations to be pursued are listed on application. This grant can NOT be used to pursue general education subjects. Courses must be between 4 mos. – 2 yrs. and lead to recognized occupational goal; i.e., diploma, certificate, license or a 3 yr. nursing program.

Collegiate Financial Aid

The best single source of financial aid is through the college where you have applied. Each college has an Office of Financial Aid from which you may request a separate financial aid application. Keep in mind that most schools have a deadline of January or February for these applications if you plan to attend in the fall.

Many California colleges and universities require the applicants for financial aid to also apply for a Cal Grant A and a Pell (Basic) Grant if they wish to be considered for college-awarded money. The Pell Grant can be applied for when you file the SAAC.

The Educational Opportunity Program (EOP) in the California State University system is a comprehensive program of services that includes admission, counseling, tutoring, and financial aid (if eligible). The program is designed to help economically and/or educationally disadvantaged students with academic potential pursue a higher education. In order to evaluate a prospective student's eligibility for the program, a number of additional criteria beyond grade point average and test score's are utilized. An EOP applicant also must be a resident of the State of California and must be a high school graduate or possess its equivalent. California State Universities and College Campus Selection Criteria of Educational Opportunity Program includes the following:

- Enrollees must submit application forms, high school transcript, ACT or SAT scores, a nomination letter, an autobiography or student questionnaire, and letters of recommendation.

- Enrollees are required to have an interview, an evaluation, and to appear before a screening committee.

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
Economic Opportunity Program (EOP)	Students with financial need.	$200-$1000 per yr. for 4 yrs.	At most schools, January or later	Parents' contribution to educational expenses must be less than $625 per yr.
Economic Opportunity Program – Special Grant	Non-white and economically/educationally disadvantaged students.	Varies		Primarily for non-white and disadvantaged students who have not qualified for regular admission but have the potential for college work.
College Work Study	Undergraduate or graduate student who is attending college half to full time with financial need.	Wages depend on job/ up to 40 hrs. per wk.		Apply through the college. Jobs are arranged on or off campus with a public or nonprofit agency. Number of work hours determined by financial need, class schedule, and the student's health and academic progress.

Other (*Private Sources of Financial Aid*)

You should check into the many scholarships that are available from outside sources including such places as your parent's place of employment, your church group, private clubs or lodges to which your parents may belong, and any outside organizations to which you belong.

The following is not a complete listing. Please see your counselor/career center for more detailed information on sources and deadlines listed on this and the following pages and for other possibilities. Some of these scholarships are based on examinations, an essay on a given subject, parent's ethnic background, or parent's occupation; i.e., membership in a union.

- General

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
California Association of Compensatory Education P.O. Box 28356 Oakland, CA 94604 (415) 236-6975	A graduating high school student with financial need who intends to pursue a college or	$500-$1000	Jan. 15	Must have demonstrated an ability to meet adversity and have the potential to succeed.
California Farm Bureau Scholarship Foundation 1601 Exposition Blvd. Sacramento, CA 95815	Any student majoring in Agriculture or Home Economics at a 4 year college in California and/or in the 2nd year at a community college.	$500	Mar. 1	Based on need, scholastic achievement, and leadership abilities.

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
California Interscholastic Federation	2 yrs. participation in varsity sports in California.	$500 (2)	April	3.7 GPA; good citizenship.
California Scholarship Federation (Seymour) Memorial Awards (See California Scholarship Federation Advisor.)	Student must be a life member of the California Scholarship Federation and active in school activities.	$500	Feb. 14	Given Statewide
California Society of Professional Engineers 812 Castro Street Mtn. View, CA 94041	Anyone can apply.	Varies from $1000-$4000	Dec. 12	For people pursuing a career in engineering.
Educational Communications Scholarship Foundation	Students with financial need.	$1,000	June 1	Selection based on GPA, aptitude test scores, activities, and financial need.
Fannie and John Hertz Fnd'n.– Stanford, CA P.O. Box 186 Moffett Field, CA 94035	Students with financial need.	Varies	Nov. 1	For people majoring in physical science, math, or engineering
Graphic Communication Scholarships Graphic Arts Industry 4615 Forbes Avenue Pittsburgh, PA 15213	Students with exceptional academic achievement and high score on SAT test.	$100-$1000	Jan. 31	For people pursing a graphic communications career. Awards are made entirely on merit.
Jostens Foundation	Anyone can apply.	$500 (200 awards)	Nov. 15	Based on leadership, academics, & work exper.
Lutheran Scholarships Educational Benevolence 4321 N. Ballard Road Appleton, WI 54919	Student must hold an Aid Association for Lutherans life insurance certificate.	$500-$1750	Dec. 15	Must take the SAT test in early November or December.
National Science Foundation	Junior or Senior highly interested in math or science.	Tuition for 6 wks. summer program	Apr. 1	
P.G.& E. Scholarship Program 77 Beale Street San Francisco, CA 94106	Students with exceptional academic achievement.	$100 for 4 yrs.	Oct. 31	Must take SAT test in November or earlier.
Phillip M. and June E. Lighty Award WSU Alumni Office Pullman, WA 99164	Northern California students (GPA of 3.2 or better) desiring to attend WSU. Financial need not a requirement.	Tuition and fees for 1 yr.	Feb. 15	See counselor for application. Must have excelled academically and have demonstrated leadership in school and community.

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
Presbyterian College Scholarships 475 Riverside Dr. Room 430 New York, NY 10115	Student must rank in top 4th academically of grad. class, score high on SAT, have financial need, and plan to attend a Presbyterian college.	$750	Dec. 1	Must take SAT test in Nov. or earlier. Honorary award given to winners without financial need.

- **Essay and Examination Scholarships**

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
AFL-CIO Scholarship Competition 995 Market Street Suite 310 San Francisco, CA 94103	Anyone can apply.	$500 (29 awards)	Feb. 18 sign-up; Mar./Apr. exam.	Exam touches on structure of AFL-CIO labor movement history, social legislation, political, economic issues, and labor union programs
American Institute of Aeronautics & Astronautics Galileo Memorial	Students planning career in engineering, mathematics, physical or natural sciences.	$400 (4) $1500 (1)	February	1200 word essay, high SAT, and faculty recommendation.
Bell and Howell Scholarship 4702 N. 24th St. Phoenix AZ 85016	Anyone who is interested in attending a Bell and Howell school.	1 yr.	Mar. 30	Must score exceptionally well on SAT or ACT.
Century III Leaders Pgm. 1900 Association Dr. Reston, VA 22091	High School Seniors	$1000-$10000	Fall	Current events examination, essay project.
Chevron Merit Award (applications sent directly to participating independent college or univ., or check with school to which you are applying.	Students planning to enroll as full-time undergraduates in selected ICNC colleges.	$7200 for 4 yrs.	Mar. 1	300 word statement of educational purpose, summary of qualifications, 3 references, 1 page history of employment.
Gemco Scholarship Competition 6565 Knott Avenue Buena Park, CA 90620	One student selected from each high school.	$25-$1500	Jan. 16	Must demonstrate knowledge of history, civics, econ., and be able to communicate effectively.
Invest in America 235 Montgomery St. Suite 1023 San Francisco, CA 94104	Anyone can apply.	Stock Certificates in American Corporations	Apr. 9	Must take part in written and oral discussions on problem solving and economics
Italian-American Heritage Foundation	Any student can apply.	$75-500	March	Essay required.

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
National Basketball Association (Golden State Warriers)	Anyone can apply.	$1000 (2)	Apr. 1	Academic achievement—including SAT or ACT. Essay required.
Petroleum Engineers of AIME – Golden Gate Section	Qualified students interested in career in petroleum engineering at Stanford or UC, Berkeley	Varies	Apr. 1	Based on academic performance and need; short essay; completed application form.
Society of Women Engineers 345 E. 47th Street New York, NY 10017	Women planning on engineering as a career.	$100	May 1	Must write essay.
Westinghouse Science Talent Search 1719 N St., N.W. Washington, DC 20036	Anyone can apply.	Cash awards $250-$1000	Tests given in Dec.	Must take series of tests in science, mathematics, engineering, and submit a 1,000 word project.

- **Family Background and Parent's Occupations**

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
American Indian Society	Student must be of at 1/16 Indian ancestry.	$200-$600	May 1	Write essay on career goals.
American Legion Auxiliary Scholarship P.O. Box 1055 Indianapolis, IN 46200	Student's parent is a vetern and student has financial need.	$200-$500	Mar. 20	
Association of Mexican American Educators	A Chicano student	$100	May	No restrictions on what post-secondary institution is attended.
Cabrillo Civic Club 435 N. Santa Monica Los Banos, CA 93635	A high school senior of Portuguese descent.	$350	Apr. 1	Grade point average of 3.50 or better
California School Employees Association 2350 Paragon Drive San Jose, CA 95106	A graduating senior with financial need whose parents belong to CSEA.	$600	Mar. 31	Must submit transcript and three recommendations.
California Teachers Association	Must be child of an active member.	$1000 (10)	February	Extensive application required.
Chi-Am Circle Club	Of Asian-Amer. descent.	$100	Apr. 30	Must write a short essay.
Chinese-American Citizen's League	A graduating senior of Chinese descent.	$200	May	Write letter about ambitions & accomplishments

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
Disabled American Veterans	Must need financial aid & have parent with service-connected disability.	$200-$3000	Nov. 15	
Federal Personnel Council of Northern California	Student's parent is or was civilian employee in a federal agency.	$500 (10)	Apr. 1	Based on SAT, transcript, and 1,200 word essay
Hawaiian Civic Clubs 1727 Seventh Avenue San Francisco, CA 94122	Students of Hawaiian ancestry, born in Hawaii, or whose parent(s)(1 or both) were born in Hawaii.	$150-$750	May 1	Must submit transcript, proof of Hawaiian ancestry, and two letters of recommendation.
International Assoc. of Machinists and Aerospace Workers	Children of IAM members.	$1000 – 4 year scholarships	Dec. 15	Based on scholarship.
International Union of Operating Engineers	Children of Union members.	(2) 4 yr., for up to $1500	May	Must qualify as National Merit finalist.
Japanese-American Citizens League National Scholarship 1765 Sutter Street San Francisco, CA 94115	High school graduates whose parents belong to local chapter or will be/are members.	$500-$1000 (varies)	Feb. 18 to local JACL Chapter	Community involvement, academic achievement, reference, autobiography, and essay. Local chapters also may give award.
National Scholarship Service and Fund for Negro Students (NSSFNS) 6 E. 82nd Street New York, NY 10028	A Black junior or senior.	$200-$600	Oct.	Must submit PSAT, SAT, or ACT results by mid-Oct. of senior year. Do not have to pay to take tests.
Retail Clerks International Association 2555 Flores Street San Mateo, CA 94402	Members of RCIA or unmarried children.	$3000 (9) $2000 (9)	Mar. 31	Biographical sketch and scholastic achievement.
S & H Merchant Scholar. 1814 Ogden Drive Burlingame, CA 94010	Parent is retail licensee or full-time employee of S & H Company.	$250-$1500	Nov. 15	Take SAT test in November.
Sons of Italy Grand Lodge of California	High school graduate of Italian descent.	$200	Apr. 15	Need SAT, transcript, & activity record.
Teamsters Scholar. Pgm. 2323 W. 8th Street Los Angeles, CA 90057	A dependent child of a Teamster member.	$500 per yr. for 4 yrs.	mid-Feb.	Forward SAT results by April.
Vickie Carr P.O. Box 512 Beverly Hills, CA 90210	For students of Mexican-American descent.	$2500 up	Mar. 12	

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
VP-31 Officer's Wives Club	Parent is retired or active duty Navy personnel	$250	May 1	

- **Some Local Scholarships**

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
C.A. Buck Educational Foundation Scholarship P.O. Box 102 Burlingame, CA 94010	Students with financial need.	Varies	May	Limited to San Mateo County high school graduates.
Elks Clubs – Local Elks National Foundation	Graduating seniors with outstanding scholarship and leadership	$200-$300 Varies	Mid-Apr. Feb.	Applications are available at high school counseling office.
Rotary Club Scholarship Local	Students with financial need and high scholastic achievement.	Varies	Mar.	Are different types. Ask Counselor or Rotary Club Scholarship Chairman.
San Mateo Fndn. Ruppert Educational Grants	Students with financial need.	Up to $700	Mar. 31	Not primarily based on grades.
Scaife Scholarship Fndn. 1547 Lakeside Drive Oakland, CA 94612	Graduating senior who has financial need.	$90 ea. mo. in college attendance.	Mar. 14	Both parents must have been born in U.S.A.

Military Scholarships

Grantor	Who Can Apply	Value Of Award	Deadline	Additional Comments
U.S. Military Academy Att: MAAR West Point, NY 10996	Student who plans to attend Military Academy.		By end of of junior year	See *Career Training Programs* Section of this Guide.
Army ROTC Ft. Monroe, VA 23651 Navy ROTC	Student who plans to join ROTC in college.	See *Career Training Programs* section of this Guide.	Early Nov.	Must take an aptitude test in fall and apply to a college with a ROTC program.

VOCABULARY

Certain words used in connection with programs mentioned in this *Guide* may puzzle you. Here is a rundown on their meanings.

ASSOCIATE DEGREE – The degree given for finishing a two or three year program of college work (most often a two year program). In some colleges, Associate (A.A.) Degrees are given for partial completion of work in a Bachelor's Program.

BACHELOR'S DEGREE – The degree given for finishing a college program of at least four, but no more than five, years of academic work. Usually, this degree is either a B.A. (Bachelor of Arts) or B.S. (Bachelor of Science). There also are a number of specialized Bachelor's Degrees for certain fields, such as B. Arch. (Bachelor of Architecture).

CERTIFICATE – An award for finishing a post secondary school course or program, usually one or two years long. It generally certifies competency in a specific job field; e.g., Certified Welder.

CERTIFICATE OF PROFICIENCY – A certificate which is the legal equivalent of a high school diploma. It is awarded by the State Board of Education to each person who passes the California High School Proficiency Examination. The examination may be taken by persons 16 years old or older. Those younger than 16 also may take the test if they have completed a year of enrollment in the tenth grade or will complete a year of enrollment in the tenth grade at the end of the semester in which the test date falls.

CURRICULUM – A planned sequence of activities that helps a student gain special skills or a certain body of knowledge. Most curricula also lead to a degree, diploma, or certificate in the particular field of study.

DEFICIENCY – A grade point average of less than 2.0.

DEGREE – A title given as official recognition for satisfactorily completing a curriculum. This is an earned degree. (Honorary or unearned degrees don't count as academic achievement, but rather as a school's recognition of people with special achievement or those who have donated money to the school.)

DISMISSAL – Cumulative grade point average is less than 1.75 in all units attempted.

ECONOMICALLY DISADVANTAGED – Any individual or family whose annual earnings fit the United States Department of Labor's definition of low income.

FINANCIAL AID – Assistance given to a student with financial need.

FIRST PROFESSIONAL DEGREE – The degree that shows all academic requirements have been completed for practicing a profession. A First Professional Degree requires five or, more often, six years of college work (sometimes seven or eight). Examples: M.D. (Doctor of Medicine); Pod.D. (Doctor of Podiatry).

FULL-TIME STUDENT – A student who takes a minimum of 12 units.

GENERAL EDUCATION REQUIREMENT – A specific group of courses required for the Associate Degree and the Bachelor's Degree. The general education requirements for any college are described in the college's catalog.

GRANT – An award of money that does not need to be repaid. A grant is one type of financial aid, and usually is given based upon a student's financial need.

IMPACTED PROGRAM MAJOR – A program or major in which there are more applications than available spaces.

LIBERAL ARTS COLLEGE – A college in which the emphasis is on a program of philosophy, literature, history, languages, and basic sciences. Some pre-professional programs such as pre-law and pre-medicine also may be offered.

MAJOR – A student's main field of study.

MASTER'S DEGREE – The degree given for finishing one (sometimes two) years of academic work beyond the Bachelor's Degree. Some Master's Degrees are M.A. (Master of Arts), M.S. (Master of Science), and M.B.A. (Master of Business Administration).

MINOR – A student's secondary field of study with fewer units required than that of the major.

PART-TIME STUDENT – A student who takes a maximum of nine units.

PREREQUISITE – A requirement that must be met before enrolling in a particular course (usually, an entrance test score or a prior course).

PROBATION – Academic probation occurs if a student has earned a grade point average below 2.0.

QUARTER – Colleges divide their school year either into quarters or semesters. Colleges on the quarter system divide the calendar year into four quarters, with most colleges offering three quarters during the normal year plus a summer session.

REDIRECTION – Your application is sent from one University of California or State College system campus to another.

SCHOLARSHIP – A money allowance made to a student of high standing.

SEMESTER – Colleges on the semester system divide the school year into two semesters – one starting in September and the other starting in January or February.

SPACE RESERVATION – A notice sent by a college and/or university system notifying the applicant that space has been reserved for him/her if admission requirements are completed.

TRANSCRIPT – An official copy of your high school grades.

TRANSFER CREDITS – Credit allowed for course work completed at other accredited colleges and universities.

TRANSFER MAJOR – Students who intend to transfer will pursue a transfer major. This consists of the lower division requirements for that major at a particular college.

TUITION – The price for instruction.

UNDERGRADUATE SCHOOL – The part of a university offering programs leading to the Bachelor's Degree.

UNIT – One college unit equals three and one-third credits.

WORK-STUDY PLAN – A combination of classroom study and work experience in an occupation directly related to the classroom study.